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The provisions of this publication apply to all Remaining Government personnel at impacted, non-impacted and non-competed sites. This publication may be mandatory or advisory to the MEO, as stipulated in or modified by the Performance Work Statement.

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## SECTION 1 - ADMINISTRATIVE PROCESSING

### C1. GENERAL

#### C1.1. This is a searchable publication.

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents](#).

**NOTE:** The first 3 functions will not be available until the document is converted to a PDF format.

##### C1.1.1. Search Icon

C1.1.1.1. To locate a specific word/subject in this “.pdf” Adobe publication, use the “Search” icon. Type the word or phrase and click on *Search*. All items in the search criteria will appear. Select from the listed items, which will take the reader to the page in which the search is found.

##### C1.1.2. Destination

C1.1.2.1. Click on bordered words or phrases to go to another destination. Click on that phrase to return to the original text.

##### C1.1.3. Bookmarks

C1.1.3.1. Use Bookmark section to the left of the text to move to another topic within a section.

##### C1.1.4. Web Links

C1.1.4.1. Links outside the DRMS internet and intranet will be kept to a minimum, as DRMS has no control of these ‘urls.’ Rather, information on how to locate the link will be the preferred method of inclusion.

#### C1.2. All References To Days Are To Calendar Days Unless Otherwise Specified.

#### C1.3. Central/Satellite

If a process affects both a Central/Satellite DRMO, it will be referred to in the instruction as “*DRMO*”. If a process is performed only by the Central DRMO, it will be referred to as “*DRMO Central*” or “*the Central DRMO*”. Also if a process is performed only at the satellite, it will be referred to as “*DRMO Satellite*” or “*Satellite DRMO*”. OCONUS DRMOs should refer to themselves as “*DRMO*” or “*Central DRMO*.” Receipt in-place Locations (RIPLs) will be referred to as satellites when the term “*satellite*” is used. Unless otherwise specified, the use of DRMO

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will be understood to encompass all terms above.

#### **C1.4. Forward Support Teams - CONUS/OCNUS**

CONUS DRMOs should contact their Forward Support Teams: FST Central (DRMS-OC), FST East (DRMS-OE) or FST West (DRMS-OW) for day-to-day operational issues. OCONUS DRMOs must contact the DRMS HQ Operations Directorate (DRMS-O) or FST Operations Asia/Pacific (DRMS-OA) or FST Europe (DRMS-OS) for day-to-day operational issues.

#### **C1.5. Contingency Planning and Operations**

DRMS-O coordinates with HQ DLA to provide planning services, planning oversight, plans execution, and oversight services to ensure effective and efficient disposal support for Contingencies and Exercises of the Combatant Commander; develops the Emergency Essential position program per DODD 1404.10; DLAD 3020.6; provides the implementation policy of worldwide EE positions; and, provides the administrative support for the Disposal Remediation Team (DRT). DRMS -O obtains, reviews and updates disposal support in the Operating Plans of the Combatant Commands, DLA Support Plans and specific Exercise plans. DRMS-O identifies a number of positions worldwide to support deployments with qualified Emergency Essential persons. DRMS-O will maximize the involvement of DRTs and Active Duty personnel to ensure their readiness and qualifications to meet our disposal support role.

#### **C1.6. Changes to and Conflicts to this publication**

Where conflicts within these procedures or higher publications exist, the guidance in DOD/DLA directives apply. Please notify DRMS-BA with changes/conflicts to this publication via [4160publications@dla.mil](mailto:4160publications@dla.mil).

#### **C1.7. Publication References**

##### **C1.7.1. Not all referenced publications are listed in this paragraph.**

C1.7.1.1. Publication references not listed in this paragraph are contained in specific areas of this publication.

C1.7.1.2. DOD/DLA/DRMS publications are accessible through World Wide Web (WWW). DRMOs must maintain hardcopy publications only if required by local authority or Host Country or when a pub is not accessible on the World Wide Web. The DRMS publications website [DRMS Publications Website](#). This website contains the DLA website (DLAPS) and the DOD website, Washington Headquarters Service (WHS) website. .

##### **C1.7.2. Federal Regulations**

C1.7.2.1. 29 CFR 1910, OSHA General Industry Standards.

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C1.7.2.2. 41 CFR, Part 101-1.102 Federal Property Management Regulation

C1.7.2.3. 40 CFR - recommend DRMOs keep hard copies of 40 CFR Parts 260-299.

C1.7.2.4. 49 CFR - recommend DRMOs keep hard copies of 49 CFR Parts 100-185.

C1.7.3. DOD Publications

C1.7.3.1. DOD I 4000.19, Interservice and Intragovernmental Support, 9 Aug 95,

C1.7.3.2. DOD 4000.25, Defense Logistics Management Series (includes MILSTRIP, MILSTRAP, DODAAD, etc.

C1.7.3.2.1. DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures, November 2000

C1.7.3.2.2. DOD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), September 01.

C1.7.3.2.3. DOD 4000.25-6-M, Department of Defense Activity Address Directory, Parts I - III, various dates

C1.7.3.3. DOD 4100.39-M, Federal Logistics Information System (FLIS) Procedures Manuals, various dates

C1.7.3.4. DODD 4140.1, Materiel Management Policy, 8 Dec 95

C1.7.3.5. DOD 4140.1-R, DOD Supply Chain Materiel Management Regulation, May 03

C1.7.3.6. DOD 4140.27-M, Shelf Life Item Management Manual, 24 Jul 01

C1.7.3.7. DOD 4160.21-H, Defense Scrap Yard Handbook, 12 Dec 86

C1.7.3.8. DOD 4160.21-M, Defense Materiel Disposition Manual, August 97

C1.7.3.9. DOD 4160.21-M-1, Defense Demilitarization Manual, October 91

C1.7.3.10. DOD 4525.8-M, Official Mail Manual, December 01

C1.7.3.11. DODI 4715.4, Pollution Prevention, 6 Jul 98

C1.7.3.12. DODD 4715.1, Environmental Security, 24 Feb 86

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C1.7.3.13. DODI 4715.6, Environmental Compliance, 24 Apr 96

C1.7.3.14. DOD 6050.5-L, Hazardous Material Information Resource System (HMIRS), April 2002

C1.7.3.15. DOD 6050.5-H, Hazardous Chemical Warning Labeling System, 11 Dec 89

C1.7.3.16. DODI 6050.5, DOD Hazard Communication Program, 6 May 96

C1.7.3.17. DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, August 2000

C1.7.3.18. DOD 5200.1-R, Information Security Program, January 1997

C1.7.3.19. DOD D 5200.8, Security of DOD Installations and Resources, April, 25, 1991

C1.7.3.20. DOD 5200.8-R, Physical Security Program, May 1991

C1.7.3.21. DOD 5500.7-R, DOD Joint Ethics Regulation, 06 Aug 98

C1.7.3.22. DOD 7000.14-R, Financial Management Regulation, Volume 11a, November 2002

C1.7.4. DRMOs Managing FEPP

C1.7.4.1. The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal

C1.7.4.2. UN Recommendations on the Transport of Dangerous Goods (also known as the UN Orange Book)

C1.7.4.3. European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR)

C1.7.4.4. International Maritime Dangerous Goods (IMDG Code)

C1.7.4.5. International Air Transport Association (IATA) Regulations for Dangerous Goods

C1.7.4.6. Status of Forces Agreements (SOFAs) and other applicable international standards

C1.7.4.7. DOD Environmental Executive Agent Final Governing Standards (FGS) for

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respective host nation

C1.7.4.8. DOD 4715.5-G, Overseas Environmental Baseline Guidance Document (OEBGD), March 2000

C1.7.4.9. DODI 4715.5, Management of Environmental Compliance at Overseas Installations, 22 Apr 96

C1.7.4.10. DODD 6050.16, DOD Policy for Establishing and Implementing Environmental Standards at Overseas Installations, 20 Sep 91

C1.7.5. DLA Publications

C1.7.5.1. DLAD 5025.30, DLA One Book - [DLA One Book](#)

C1.7.5.1.1. Support Equipment Acquisition Process (supersedes DLAD 4500.36, Management, Acquisition and Use of DLA Operating Equipment)

C1.7.5.1.2. See [Files Records and Maintenance](https://today.dla.mil/J-6/records/documents/DLA%20Records%20Schedule%20Apr%2004.doc) (<https://today.dla.mil/J-6/records/documents/DLA%20Records%20Schedule%20Apr%2004.doc>) Supersedes DLAI 5015.1, Files Maintenance and Disposition.

C1.7.5.1.3. Forms Management (supersedes DLAI 5330.1, Forms Management)

C1.7.5.1.4. Environmental Quality Reporting & Environmental Compliance (supersedes DLAM 6050.1, DLA Environmental Protection Manual)

**NOTE:** As Processes are finalized and incorporated into the DLAD 5025.30, the DLA publications cited below will be cancelled.

C1.7.5.2. DLAD 4105.3, DLA Government-wide Commercial Purchase Card Program, 16 Jun 99

C1.7.5.3. DLAI 4140.55, Reporting Supply Discrepancies, 6 Aug 01

C1.7.5.4. DLAI 4145.8, Material Management for Radioactive Items in the DOD, 15 Feb 00

C1.7.5.5. DLAD 4145.41, Packaging of Hazardous Material, 14 Jan 00

C1.7.5.6. DLAI 4145.11, Storage and Handling of Hazardous Material, 13 Jan 99

C1.7.5.7. DLAR 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders, 16 Jun 00

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C1.7.5.8. DLAR 4155.31, DLA Participation in the Government-Industry Data Exchange Program, 5 Aug 86

C1.7.5.9. DLAD 4160.9, DLA Retail Supply and Property Accountability, 13 Aug 96

C1.7.5.10. DLAR 5325.1, Official Mail, 18 Aug 83

C1.7.5.11. DLAM 5335.1, Base Supply Procedures for Non-Boss Activities, 20 Apr 98

C1.7.5.12. [DLA Physical Security Guidebook](#), Undated

C1.7.5.13. DLAR 7500.1, Accountability and Responsibility for Government Property in the Possession of the Defense Logistics Agency, 26 Aug 93

C1.7.5.14. DLAR 7510.3, Control of Small Arms by Serial Number, 8 Apr 88

C1.7.6. DRMS Publications

C1.7.6.1. DRMS 3020.1, Situation Reporting, 26 May 00

C1.7.6.2. DRMS-I 4105.3, Government-wide Commercial Purchase Card Program, 17 Jul 00

C1.7.6.3. DRMS-I 4155.1, Compliance Assistance Programs, 8 May 00

C1.7.6.4. DRMS-D 5000.6, Compliance with Environmental Laws and Regulations, 2 Nov 00

C1.7.6.5. DRMS-I 6000.1, Hazardous Waste Operations and Instructions for the Third Party Site Program, 16 Oct 96

C1.7.6.6. DRMS-I 7600.1, Support of External Inspections/Audits Within DRMS, 11 Feb 02

C1.7.7. Additional references for DRMOs handling Hazardous Property

C1.7.7.1. Copy of DRMO RCRA permit application or overseas equivalent

C1.7.7.2. DRMO Hazard Communication Standard Plan

C1.7.7.3. At least two hard copy environmental/safety references

C1.7.7.4. NFPA Fire Protection Guide on Hazardous Materials

C1.7.7.5. Chemical Dictionary

C1.7.7.6. NIOSH/OSHA Pocket Guide to Chemical Hazards

C1.7.7.7. DOT Chemical Hazard Response Information System (CHRIS)

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C1.7.7.8. Federal Facilities Compliance Strategy (Yellow Book)

C1.7.7.9. Recommend DRMOs maintain a copy of host's Military component's environmental regulations

C1.7.7.10. DOT 1996 North American Emergency Response Guide (published every 3 years)

C1.7.8. Other References

C1.7.8.1. DLSC-D 4640.1, Administrative Telephones & Facsimile Communications Equipment & Services

C1.7.8.2. DLSC-I 5000.1, Forms/Visual Information/Publications/Forms Procedures

C1.7.8.3. Other DRMS publications found on the DRMS web site

**C1.8. Purpose and Scope of this Internal Operating Procedure.**

C1.8.1. Purpose and Scope

C1.8.1.1. Provides uniform application of DOD/DLA policies. This publication is not intended to change or replace existing DOD/DLA regulatory publications governing the operation of DRMOs.

C1.8.1.2. Provides guidance on handling, processing, and disposing of DOD excess and surplus property, which may be hazardous to human health and the environment. These types of property are normally regulated under Federal or state environmental and safety laws, or applicable laws and regulations, and overseas, by the DOD Executive Agent's Final Governing Standard (FGS), for the host nation, or the DOD Overseas Environmental Baseline Guidance Document (OEBGD), where no FGS exists. In cases of inconsistency between this instruction and the OEBGD/FGS, the latter takes precedence.

C1.8.1.3. Applies to DRMS worldwide operations. When a procedure for overseas is included, it may be referred to "*DRMOs receiving Foreign Excess Personal Property (FEPP)*," or "International Requirements." DRMOs receiving FEPP may be referred to as international DRMOs.

C1.8.1.4. Establishes uniform procedures and assigns responsibilities for the receipt and disposal of excess, surplus and foreign excess personal property. It is applicable to the Defense Reutilization and Marketing Offices (DRMOs), Central, Satellite and Receipt-In-Place Locations (RIPL). It also applies to DRMS (limited to operational DRMOs) and DRMS contractors as specified in the contract.

C1.8.1.4.1. Where a Standard Operating Procedure (SOP) is identified or linked, via

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the DRMS web, to this publication, the SOP becomes “incorporated by reference” and is therefore considered regulatory in nature and compliance is required. This includes the pocket reference DAISY CAT Book (Codes And Terms).

C1.8.1.5. Provides procedures to support an orderly flow of work. Property throughput is the key to success. Advantages include good support to generating activities, best and most efficient use of facilities; and inventory accuracy.

C1.8.1.6. Includes expanded instructions for disposal operations that take place at DRMS HQ, e.g. FMS, Exchange or Sale, Cashier Functions, Recycling Control Point, Procurement, etc.

C1.8.1.7. Reflects DLA and DRMS goals, strategies and measurements.

C1.8.1.8. Does not contain Procurement Contracting Functions that, although operational, are outside the scope of this publication.

C1.8.1.9. Facilitates DRMS’ goal to be DOD’s Provider of Choice for worldwide reuse, recycling and disposal solutions. Emphasis will be placed on moving information, not property.

## C1.9. **Waivers**

### C1.9.1. General

C1.9.1.1. Waivers to established disposal operating procedures may be granted on a case-by-case basis. Waivers will be processed by e-mail to speed the decision process.

C1.9.1.1.1. HQ DRMS is the official point of contact for processing and monitoring all waivers (initiated by either HQ or field activity employees). If the waiver request results in an operational change, the appropriate DRMS-I 4160.14 Section(s) will be updated. DRMS-BA will also serve as liaison for all waiver requests that impact higher headquarters directives (e.g., DLA One Book, joint DLARs, DLAs, DOD Manuals, Handbooks etc.).

C1.9.1.1.2. If a waiver request results in an operational deviation for all DRMOs, a contracting officer will work the details (any required contract modifications) with the contractor(s) at A-76 sites.

### C1.9.1.1.3. Procedures by DRMOs

C1.9.1.1.3.1 The Satellite DRMO/RIPL will fill out Waiver Form DRMS 2017 and forward to the Central DRMO. The Central DRMO will review and forward to the appropriate Forward Support Team for review, comments (Block 10) and mail to:  
[DRMS\\_Waivers@mail.drms.dla.mil](mailto:DRMS_Waivers@mail.drms.dla.mil)

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**NOTE:** Waivers requests, not submitted on this form, will be returned un-processed.

C1.9.1.1.4. Procedures for DRMS Approval/Disapproval

C1.9.1.1.4.1 DRMS will forward valid requests to DRMS-Operations/Disposition Process Management.

C1.9.1.1.4.2 Within three (3) working days, the appropriate office(s) will review, request further clarification/information, if necessary, and provide an approval/disapproval recommendation to DRMS-BA.

C1.9.1.1.4.3 DRMS-BA will forward the information to the appropriate approving office.

C1.9.1.1.4.4 Within three (3) workdays, the appropriate office will approve or disapprove the waiver, coordinating their response with DRMS-Operations/Disposition Process Management.

C1.9.1.1.4.5 Justification for the decision will be provided to DRMS-BA.

C1.9.1.1.4.6 DRMS-BA will prepare the decision to the requester and make across the board notifications, if appropriate.

C1.9.1.1.4.7 For A-76 Sites, as appropriate, DRMS-OLA will prepare a modification request and submit to the contracting officer to negotiate a modification to the logistics contract.

**NOTE:** DRMS Offices reviewing and/or transferring the individual waiver to another office will provide comments on page 2 & 3 of the waiver form.

C1.9.1.1.5. Valid waivers requiring DLA or higher headquarters approval will be processed as follows:

C1.9.1.1.5.1 DRMS-BA will forward the waiver to DRMS Disposition Process Management/Operations for their recommendations. Recommendations must be provided to DRMS within three (3) workdays.

C1.9.1.1.5.2 DRMS-BA will ensure all prior background information and/or recommendations are provided to DLA. If needed and appropriate, DRMS may grant an interim approval, pending DLA approval.

C1.9.1.1.5.3 DRMS-BA will disseminate the approving agency's decision to the requester with a courtesy copy to DRMS Disposition Process Management/Operations.

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C1.9.1.1.5.4 For A-76 Sites, as appropriate, DRMS-OLA will prepare a modification request and submit to the contracting officer to negotiate a modification to the logistics contract.

C1.9.1.1.5.5 DRMS-BA will maintain the official files in accordance with the DLA One Book Process Chapter, Files Maintenance and Disposition.

C1.9.1.1.5.6 Electronic versions of approved/disapproved or pending waivers can be viewed in the spreadsheet found on the [DRMS Waivers Web Page](#)

**NOTE:** Requests for Expedited Screening Processing are not considered operational "waivers". They will be processed in accordance with Section 1, Chapter 2, General Operations Guidance, this instruction.

## C1.10. Frequently Used Terms, Systems Definitions and Acronyms

See Section 4, Supplement 1, General Administration, Enclosures 1 & 2.

## C1.11. Records Maintenance

### C1.11.1. General

C1.11.1.1. DRMS POC is DRMS-DD, Command Executive Office

C1.11.1.2. Records and files are necessary to support the operation and audibility of the office and are statutorily required. Files and files plans shall be maintained on a calendar year bases. Information on records and files maintenance and disposition is found at the DLA One Book web site: [DLA One Book](#). From the home page, search using "Records Management." In the process chapter, scroll down to 3.0, Policy, and click on the url at 3.1.4. In the schedule, the Reutilization and Marketing series is '600.' Or, use the following instructions: From <https://today.dla.mil/j-6/records/>, click on "The DLA Records Schedule." Sub-files can be listed/identified under the main brief description), but the disposition remains the same as the main file. All files required the correct disposition.

C1.11.1.3. Maintain DAISY accountable records. These records, as well as supporting approval documentation such as DRMS Form 39-3, DD Form 200, DRMS Form 1983 and completed documentation for: DEMIL certification, downgrade to scrap certification, abandonment and destruction certification, etc., must be maintained to assure a clear and concise audit trail.

C1.11.1.4. Recordkeeping requirements for hazardous property are provided in Section 2, Chapter 8, Environmental Program, starting at C8.2.21.1.1.

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C1.11.1.5. Administrative appointments (APO, RPO, etc.,) should be filed in file number 110.16, Policy and Precedent Files.

C1.11.1.6. **Document Imaging** Edited 4 May, 2006

**NOTE: WEBDOCS is now capable of imaging dispositions documents to include SF Form 122/123 and Supply Discrepancy Reports (SDR) and supplemental pages.**

C1.11.1.6.1. **WEBDOCS use is mandatory.**

C1.11.1.6.1.1 **A document uploaded into WEBDOCS is considered as an original and in most cases the hard copy document is discarded after 30 days. Prior to document destruction you should validate the successful WEBDOC action, by retrieving 1% of the amount to be discarded on the disposal day. Example, if 400 documents were uploaded 30 days earlier, then, randomly select 4 documents and perform a search for these to ensure successful retention.**

C1.11.1.6.1.2 **When the back of a document contains pertinent information (for example extended descriptive information on critical FSG/FSC that are LSNs), then the back of the document must also be imaged. The images are uploaded to the system and indexed as a supplemental page.**

C1.11.1.6.1.3 **Multiple page scans are not authorized. You must use the supplemental page option to add documents to the primary referenced document for easier research of the audit trail.**

C1.11.1.6.1.4 **Image documents on a daily or weekly basis to prevent backlog and allow customers to retrieve their copies in a timely manner, do not exceed 30 days from the date in Block 23 of the DTID.**

C1.11.1.6.2. **Use WEBDOCS to electronically file the following:**

C1.11.1.6.2.1 **Receipt documents. All Disposal Turn-In Documents (DTID) DD Form 1348-1/2a to include all documents related to the DTID shall be uploaded as supplemental pages. Batch Lot Cover Documents may be imaged but it is not required. DTIDs in a Batch-lot will not be imaged.**

C1.11.1.6.2.2 **Issue documents. All R/T/D Issue Documents DD Form 1348-1/2a to include all documents related to the Requisition Numbers or Standard Form 122/123 control numbers shall be uploaded as a supplemental page.**

C1.11.1.6.2.3 **Supply Discrepancy Reports (SDR) to include related attachments.**

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C1.11.1.6.2.4 **DEMIL documentation that are uploaded into WEBDOCS are also managed per DLA Record schedule.**

C1.11.1.6.2.5 **Environmental HW/HM DTIDs do not require imaging when: The Part B permit requires hard copy document to be maintained, the DTID information is received electronically from the Generator (e.g., GenComm, ETID, etc.), and the information can be readily retrieved during an inspection.**

C1.11.1.6.3. **Currently sales documentation is hard copy filed. No future enhancements are projected to included data searches for Sales information retrieval.**

C1.11.1.6.4. **DLA Records Schedule applies to all hard copy files maintained.**

C1.11.2. Accountable Record Files

C1.11.2.1.1. Retain accountable record files such as DAISY listings specified in this chapter and source documents with supporting approval documents for audit and reference purposes until eligible for disposal as prescribed in Part 3, DLA One Book Records Management Chapter, paragraph 3.1.7. Use file number 630.55, Accounts Maintenance, for source documents. Maintain accountable record files for 3 years on a calendar year basis with a yearly cutoff on 31 December. At the cutoff date (e.g. 31 December 2003) carry forward all active files/records to the current file. DRMOs must use WEBDOCS administrative functions to purge obsolete/inactive files/records in accordance with DLA One Book. The year of receipt date determines the "C" filing date. Documents in WEBDOCS (restricted to receipt documents - DTIDs and attachments) will be destroyed when superseded, obsolete or no longer needed for reference. An example of the 3 year concept is as follows:

Figure 1 - Accountable Records Maintenance Requirements

<u>CALENDAR YEAR</u>	<u>ACTION REQUIRED/FILES MAINTAINED</u>
C 2001	1. Destroy C 2000 files in December 2003. 2. Maintain C 2000, 2001, 2002 and 2003 files.

**NOTE:** Demilitarization certificates for small arms, which require control under the DOD Small Arms Serialization Program (SASP) will be retained indefinitely in a permanent file by the DOD activity responsible for the Demilitarization of the small arms weapons and receivers. This applies to DOD generators and DRMOs that perform the Demilitarization of small arms. DRMOs will keep, indefinitely, DEMIL certifications for small arms, whether performed by the DRMO or the Generator. File number 620.90 can be used with an indefinite destruction date. The files can be retired to records holding after the normal 5 year retention.

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#### C1.11.2.1.2. Dispositions

##### C1.11.2.1.2.1.1 Issues/MROs

C1.11.2.1.2.1.1.1 This file contains the original documents on which issue transactions are based (e.g., DD Form 1348-1A/2, SF 122/123.) Maintain this file by the date and/or the date and serial number, which follow the DODAAC or FEDSTRIP in the document number.

C1.11.2.1.2.1.1.2 As an option especially for larger DRMOs, this file may be maintained by the DODAAC/AAC and by date and serial number for each DODAAC.

C1.11.2.1.2.1.1.3 The DRMO may elect to file all R/T/D transactions by NSN.

C1.11.2.1.2.1.2 Sales. Maintain the files for local sales at the DRMOs receiving FEPP. A transitory file for CONUS sales must be maintained by the DRMO. Since the file for CONUS sales is a transitory file, the DRMO is not required to maintain that file. DRMS-BBS will maintain the official files for CONUS DNSP/CV/EOS sales. A cross-reference paper may be prepared and placed in the 110.19, Transitory files. See Section 2, Chapter 6, Sales.

#### C1.12. Resource Management Information and Reporting

##### C1.12.1. Questions

C1.12.1.1. Direct questions relating to resource management information to DRMS-BBR. Issues related to Accounting & Finance procedures, rules and regulations should be directed to DRMS-RB/RF.

##### C1.12.2. Reporting

C1.12.2.1. DRMS employees must report labor hours according to the most recently published Activity Based Costing (ABC) Dictionary and the associated DLA Subsidiary Cost Codes (SCCs) and Job Order Numbers (JONs). Any issues related to ABC reporting (for both labor and non-labor) should be directed to DRMS-RB.

C1.12.2.1.1. DRMS contract personnel are exempt from ABC reporting.

C1.12.2.1.2. Local CONUS personnel are exempt from ABC reporting.

#### C1.13. Reports Control

##### C1.13.1. Management

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C1.13.1.1. The Reports Control Program is managed by DRMS-R, who oversees reporting requirements to include establishing new and deleting old reports required by higher authority, such as DLA, OSD, DOD, or within DRMS. See DRMS-I 5000.5, Listing Of DRMS Recurring Information Requirements. DRMS-R assigns a Report Control Symbol (RCS) when data is needed on a recurring basis.

C1.13.1.1.1. Each DRMO will respond to the necessary reporting requirements on an as needed basis, forwarding to the appropriate recipient when due. All RCS reports have an associated Directive or Regulation that mandates this reporting and the timeframes from which to report (Monthly, Quarterly, Annually, etc.).

#### **C1.14. Statistical Quality Control (SQC)**

SQC is a program for evaluating the efficiency of management for DRMS and its field activities. DRMS goals are established through analysis of statistical quality control key indicators. Information pertaining to this program can be obtained from DRMS-RB at DSN 661-5795.

#### **C1.15. Visitors**

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents.](#)

##### **C1.15.1. General Public Visits**

C1.15.1.1. For the purposes of this paragraph, the "public" is defined as consisting of civic and business organizations and their representatives, and all citizens including military and Federal employees, their dependents, families, and friends who are not employed by the DRMS contractors are exempt from this definition.

C1.15.1.2. Children under the age of 18 must be accompanied and under the control of an adult at all times when in a DRMO (e.g., warehouse, recyclable materials yard, loading areas, etc.). Post a sign of this requirement. Ask visitors to leave the area when children are not under control.

C1.15.1.3. On occasion, installation commanders may order certain individuals to be excluded from military installations under their command pursuant to the provisions of 18 U.S.C. 1382 and 1383. It is the policy of DLA to recognize and comply with all such restrictions. Do not attempt to influence the imposition or lifting of such restrictions unless they adversely affect disposal operations and then only with the prior approval of the DRMS-O. Refer appeals to the local base commander for his consideration.

C1.15.1.4. Visitors who enter designated and posted hazard areas must wear the required protective clothing/equipment. Deny anyone declining or refusing to wear the required protective devices access to the area.

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C1.15.1.5. All visitors, including those visiting the Commercial Venture, will register legibly on DRMS Form 147.

C1.15.1.6. OCONUS - During sales inspection and during the conduct of sale, visitors entering the DRMO will register the first time on the Visitor/Vehicle Register or DRMS Form 1581, Bidder Registration. Any subsequent visits during this time require them to register on the DRMS Form 147. All visitors are to be positively identified by valid identification.

C1.15.2. Investigative Visits

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents.](#)

C1.15.2.1. Central DRMO Chiefs or his/her representatives will notify the DES Battle Creek Public Safety Branch in a timely manner regarding all security/investigative/law enforcement-related visits, by security/investigative agencies. (Central DRMOs will make notification for satellites.) Use [DRMS Security Notification](#). (E-mail contact address.)

C1.15.2.2. Do not submit a SITREP.

C1.15.3. DOD/IG Auditors.

C1.15.3.1. Notify DRMS-Q.

C1.15.3.2. Prepare a SITREP.

C1.15.4. News Media

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents.](#)

C1.15.4.1. Public Affairs Office

C1.15.4.1.1. Contact HQ DRMS Public Affairs Officer (PAO) prior to the visit or upon arrival by media.

C1.15.4.1.2. Contact the host PAO.

C1.15.4.2. Escort the media at all times. Do not allow the media to interfere with normal operations of the DRMO. Video and photography of sales activities is generally permitted to accompany an article. Anyone may decline photographs and videotaping.

C1.15.4.3. Requests for interviews with DRMO personnel must be approved by HQ DRMS PAO.

C1.15.4.4. At no time may media have access to the DEMIL, hazardous waste or other

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restricted areas of the DRMO without specific authorization by HQ DRMS.

C1.15.4.5. Advise employees and contractors of these procedures.

C1.15.5. Visits From VIPs

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents.](#)

C1.15.5.1. DRMOs will submit a visitor notice by accessing the visitor Program software located on the internal Command web site. A password is required.

C1.15.5.2. Submit a SITREP when the visit results in information that is of command interest, particularly if the visitor was in any way displeased with any operational aspect of the mission/organization. Notify the Forward Support Team who will notify the DRMS Command Section when, in their judgment, the results of the visit should receive command attention. EXCEPTION: When the DLA Director or Deputy visit a DRMO, call the FST and notify of the visit and outcome. The FST will notify the DRMS Command Section with a summary provided to DRMS-O. (Central DRMOs will prepare SITREP for Satellite sites.)

C1.15.5.3. DRMS-DD will notify DRMOs of impending visits, unless such notification would impede the mission of the visitors. When the head of a visited activity is notified in advance of an important visit (higher headquarters personnel and other VIPs, military O-6/GS-14 above).

**C1.16. Customer Service and Assistance**

C1.16.1. Goals

C1.16.1.1. Exercise care and assist customers.

C1.16.1.2. Establish a professional reputation with all generating activities and RTDS customers.

C1.16.1.3. Review customer inquiries to obtain additional information, curtail instances in which customers must expend time and money to physically inspect property, and discourage complaints and claims against the Government.

C1.16.1.4. Explore all methods available to pass on appropriate information to potential customers.

**C1.17. Personnel Administration**

Information/Points of Contact are located at the HROC web site.

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## **C1.18. Standards Of Conduct And Irregularities**

Contact DRMS-G, Office of Counsel for questions and specific situations.

## **C1.19. DRMS Senior Leaders Conference**

### **C1.19.1. Purpose**

C1.19.1.1. The purpose of DRMS Senior Leaders Conference is to exchange views, develop and promote understanding among the participants; discuss problem areas, their causes, effects, and avoidance in the best interests of the Government; and to promote improved disposal solutions for the agency. The conference will focus on the State of the Command and new and ongoing initiatives to improve the agency.

### **C1.19.1.2. Date and Location**

C1.19.1.2.1. DRMS-DD will establish the date and location for the Senior Leaders Conference to be held twice a year.

C1.19.1.2.2. At least 60 days before the Senior Leaders Conference, DRMS-DD notifies all subordinate field activities with location; dates; attendee list; a tentative schedule of topics and events, a request to submit items of interest, questions or problem areas.

C1.19.1.2.2.1 Do not schedule tours (on military installations or at industrial sites) in connection with the Operational Planning Offsite, unless it is directly connected with the disposal program and is approved by the Commander of that installation. Forward recommendations for such tours to DRMS-O for consideration on a case-by-case basis.

## **C1.20. Processing Inspector General Reports**

### **C1.20.1. Steps**

C1.20.1.1. Receive pertinent IG observations (see DRMS-D 7600.1).

C1.20.1.2. Develop a comment for each recommendation within each observation. Each comment will include:

C1.20.1.3. A statement of concurrence, partial concurrence or non-concurrence.

C1.20.1.4. Reason for partial or non-concurrence.

C1.20.1.5. Corrective action taken and date of completion, or action planned and an estimated completion date.

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C1.20.1.6. Forward observation comments to DRMS-O within 15 workdays after receipt.

C1.20.1.7. File one copy of each observation and comments, and establish suspense system for reporting requirements.

C1.20.1.8. Continue to report status of each recommendation to DRMS-O.

C1.20.1.9. Every 6 months, or within 5 days after estimated completion date, or upon completion of corrective action, whichever is sooner.

C1.20.1.10. Review the inspection report periodically to ensure corrective actions have remained effective.

## **C1.21. Processing Congressional Inquiries**

### **C1.21.1. Steps**

C1.21.1.1. Document receipt of congressional inquiry.

C1.21.1.2. Within 1 workday, notify DRMS-DD by telephone (DSN 661-5980) in CONUS (elsewhere, by facsimile (269) 961-5907) and provide the following information:

C1.21.1.3. Name, address and telephone number of the Member of Congress.

C1.21.1.4. Date, subject and short explanation of inquiry; including constituent's name, if available.

C1.21.1.5. Forward acknowledgment to Member of Congress within 2 days of receipt of inquiry. Explain that this request was forwarded to DRMS Headquarters for reply (see DRMS-I 5000.3). See Section 4, Supplement 1, General Operations Guidance, Enclosure 7, Attachments 1& 2 for sample letters.

C1.21.1.6. Forward, by facsimile, all telephone conversations, records of inquiries and/or written correspondence. Include any related documents by transmittal letter to DRMS-DD (DSN 661-5907 or commercial (269) 961-5907) within 2 workdays of receipt. Also see Section 4, Supplement 1, General Operations Guidance, Enclosure 7, Attachments 1& 2 for sample letters.

C1.21.1.7. Receive information copy of final reply to Member of Congress from DRMS-D.

C1.21.1.8. Review final reply and implement actions as required then file.

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C1.21.1.9. When the substance of correspondence and electrical messages addresses non-DRMS activities is likely to be escalated to HQ DLA, furnish an information copy of the correspondence or electrical message to DSS-CC.

## **C1.22. Processing Freedom of Information Act (FOIA) Requests**

### **C1.22.1. Steps**

C1.22.1.1. Forward FOIA requests to DLIS-VSS by facsimile to DSN 661-7607/4143, or cover letter with the request attached.

C1.22.1.2. Questions may be directed to DLIS-VSS, DSN 661-5023-4701.

## **C1.23. DRMS WEB**

### **C1.23.1. Information**

C1.23.1.1. For content comments and/or questions regarding a specific web page, look for subject Point of Contact (POC) or a POC identified at the bottom of the page.

C1.23.1.2. For technical or connectivity problems, contact the DRMS Helpdesk.  
Provide the following:

The exact web address (URL) being used at the time that the problem was experienced, e.g., <http://www.drms.dla.mil/rtd03/DODpropsearch.htm>

C1.23.1.2.1. The date and time that the problem occurred.

C1.23.1.2.2. Any error messages that were provided.

C1.23.1.2.3. A description of what was being attempted at the time that the problem occurred and a description of the problem.

C1.23.1.2.4. Go to the following web address (URL) to find out the machine's Internet Protocol (IP) address: <http://www.drms.dla.mil/asset/ip.jsp>. This information helps in determining the exact cause of the problem being experienced.

C1.23.1.2.5. Make note of the type of Internet connection, especially if using dial-up to access the DRMS web site.

C1.23.1.2.6. If problems are experienced with a link outside of DRMS (such as: <http://aeaps.ria.army.mil/> or <http://www.dlaps.hq.dla.mil/>) please contact their site administrator.

## **C1.24. Technical Support**

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C1.24.1. Help Desk

C1.24.1.1. The Information Technology Helpdesk is the initial point of contact for all user problems, reports and system status checks for local and remote users. User problem reports may include application-related problems. Commonly known as the Help Desk, technicians assist DRMS and Performing Activity with software, hardware and applications support. Contact the Help Desk at:

C1.24.1.1.1. Commercial (269) 961-4999

C1.24.1.1.2. DSN 661-4999

C1.24.1.2. E-mail address available of the Global Address List (GAL) or [DRMS Help Desk \(helpdesk@mail.drms.dla.mil\)](mailto:helpdesk@mail.drms.dla.mil)

**C1.25. Customer Virtual Contact Center Toll-Free Number  
1-877-DLA-CALL (352-2255)**

C1.25.1. Information By Phone

C1.25.1.1. The Battle Creek Customer Contact Center is staffed 24 hours a day, 7 days a week to meet the needs of DRMS customers worldwide. DOD customers may also call DSN 661-4725 to contact the center.

**C1.26. HQ DRMS Staff Duty Officer (SDO) 24/7**

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents.](#)

C1.26.1.1. DRMS is responsive to the demands of official business on a 24-hour basis. This demand is met outside normal duty hours by DLIS Directorate of Technology Management, Telecommunications Division (DLIS-TC), shift supervisor, as the single staff duty officer (SDO). The SDO is the point of contact for calls, visits, messages, and incidents, as required by the personal representative of the Commander. The SDO system is supplemented by the LRC for emergency plans exercise traffic. The SDO may call upon any staff member of DRMS at any time, if required, for the solution of a problem.

C1.26.1.2. Telephone numbers and hours for the SDOs (hours are Eastern Time)

1630 - 0745, Monday through Friday, and 1630 Friday to 0745 Monday and holidays - Commercial (Area Code) 269-**961-4233**; DSN **661-4233**.

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## SECTION 1 - ADMINISTRATIVE PROCESSING

### C2. GENERAL OPERATIONS GUIDANCE

#### C2.1. Duties of Key Personnel

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents.](#)

C2.1.1. Personnel assigned these key positions will perform duties within their Position Description.

##### C2.1.2. Forward Support Team Chief

C2.1.2.1. Maintain administrative, operational and environmental control of DRMOs within the FST.

C2.1.2.2. Formulate FST Budget, as required.

C2.1.2.3. Resource DRMOs within the FST.

C2.1.2.4. Report to DRMS Command, as appropriate.

C2.1.2.5. Customer assistance, problem solving/and feedback.

C2.1.2.6. Roll out of specific initiatives.

C2.1.2.7. Audit participation for GPC, Compliance Assistance Visits/Self Assessments.

C2.1.2.8. (CAV/SA), FLIPL, and Precious Metals Recovery Program (PMRP) review.

##### C2.1.3. Resource Analyst

C2.1.3.1. Provide operational oversight of the FST operating budget. Maintains records, which thoroughly and accurately reflect expenditure of funds enabling easy audit and verification of claims for reimbursement of cost.

C2.1.3.2. Prepare cost estimates and justifications for annual resource requirements.

C2.1.3.3. Review all funding documents prior to processing (MIPRs, PR, travel orders, training etc.)

C2.1.3.4. Certify payments to vendors.

C2.1.3.5. Balance Automated Accounting System (AAS) targets with documents.

C2.1.3.6. Maintain annual budget authority for the FST.

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C2.1.3.7. Prepare unfunded requirements.

C2.1.3.8. Resolve payment problems with DFAS.

C2.1.3.9. ISA coordinator, prepare personnel actions, training coordinator, TEAMS/ATTAPS coordinator.

C2.1.3.10. Coordinate with Forward Support Team on Staffing Plans and provide execution plans as well as justification to DRMS.

C2.1.3.11. Prepare various management reports used by upper management (Overtime reports, backlogs, significant activity reports (SAR)).

C2.1.4. DRMO Chief/Area Manager

C2.1.4.1. Accept property accountable record or request a wall-to-wall inventory to resolve any discrepancies within 30 days of report date.

C2.1.4.2. Approve adjustments to the accountable record. See Section 2, Chapter 2, Property Accounting.

C2.1.4.3. Certify the DD Form 1143 monthly.

C2.1.4.4. Locate, review and maintain personnel records.

C2.1.4.5. Ensure Chain of Command pictures are current. (See this Section, Chapter 2 - General Operations Guidance).

C2.1.4.6. Submit requests for all appropriate automated systems, for example, DAISY, BOSS, etc.

C2.1.4.7. Review and update DRMO Briefing charts.

C2.1.4.8. Review ISA/MOAs/MOUs, update as appropriate.

C2.1.4.9. Ensure required inspections are performed.

C2.1.4.10. Ensure official DRMS files are established and properly maintained.

C2.1.4.11. Ensure Key Control is in accordance with Physical Security Requirements.

C2.1.4.12. Complete/update mandatory written appointments at Central/Satellite

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sites as required.

C2.1.4.13. Act as Accountable Property Officer Representative and reviews DRMO-Hand Receipt and DRMO assigned property. This cannot be delegated.

C2.1.4.14. Review DRMS-I 4155.1, DRMS Compliance Assistance Program. Review schedule of Self-Assessment and required inventory reports.

C2.1.4.15. Ensure receiving coordinator function is present at each DRMO.

C2.1.4.16. Responsible for providing

C2.1.4.16.1. Accident prevention

C2.1.4.16.2. Fire prevention and protection

C2.1.4.16.3. Industrial and environmental protection

C2.1.4.16.4. Mishap reporting

C2.1.4.16.5. Minimum safety standards

C2.1.4.16.6. Occupational health services

C2.1.4.16.7. Prompt corrective action for any and all spills or leaks.

C2.1.4.16.8. Safety training

C2.1.4.16.9. Safe personal protection clothing and equipment

C2.1.4.16.10. Approve appropriate transportation charges

C2.1.4.17. The DRMO Central Chief has command responsibility and ensures that adjustments are properly documented, approved or submitted for approval.

C2.1.4.17.1. The DRMO Central Chief cannot be the APO or the RPO and so appoints an APO, RPO and alternates in writing; however, at sites that are operating under an A-76 PWS, the PA will appoint the RPO and RPO duties are to be performed by the PA pursuant to the PWS (see C2.1.4.17.2. below).

C2.1.4.17.1.1 The Central DRMO Chief can designate the Site Manager or Leader to approve adjustments only if the Manager/Leader is not the RPO. Section 4, Supplement 2, Property Accounting, Enclosure 1.

C2.1.4.17.1.2 If the Central DRMO Chief delegates authority as Acting Chief to the RPO during absences, an alternate RPO must be appointed by the Central DRMO Chief for that time, if one has not already appointed.

C2.1.4.17.1.3 The DRMO Chief also ensures the transfer of accounts between APOs. Section 4, Supplement 2, Property Accounting, Enclosure 2., for the Certificate of Transfer.

C2.1.4.17.1.4 Appointments for Foreign Nationals to act as an APO must be approved in accordance with the DLAR 7500.1, Accountability and Responsibility for

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Government Property in the Possession of the Defense Logistics Agency. This is not a waiver request. Forward requests through the FST to DRMS-OP.

C2.1.4.17.2. At A-76 sites: The PA leader will provide the DRMS Contracting Officer (KO) or Designee with an official document designating the RPO and alternate RPO names and signatures.

C2.1.5. Site Manager

C2.1.5.1.1. Supervises employees at the Satellite.

C2.1.5.1.2. Reports to the DRMO Chief.

C2.1.6. Site Leader

C2.1.6.1.1. Is Non-supervisory.

C2.1.6.1.2. Reports to the DRMO Chief.

C2.1.7. Property Disposal/Environmental Operations Monitor

C2.1.7.1. Maintains a close rapport with all generating activities at the Supply and Environmental (Engineer) Command level at each generating activity at sites with no DRMO within the assigned geographical area.

C2.1.7.2. Visits the Base/Installation Commanders as often as needed to maintain a solid working relationship.

C2.1.7.3. Takes a "pulse" of individual customers on the ground level periodically to ensure DRMS/individual Forward Support Teams are meeting their needs. Assistance or changes requested will be initiated upon request if within the scope of the Operation Monitor's control or hands off to the DRMO, or elevates immediately for action.

C2.1.7.4. Treats Reutilization, Transfer and Donation (RTD) customers along and sales partner(s) with equal concern and enthusiasm.

C2.1.7.5. Provides advice and guidance to agencies and/or holding activities on the interpretation and use of disposal policies.

C2.1.7.6. Provides generating activities with consistent, value added service and advice without adversely impacting operational capabilities.

C2.1.7.7. Reviews disposal of hazardous material/hazardous waste and ensures it is always in compliance with the laws and within the desires of the customer (if legally possible). Sensitizes DRMO employees and the Forward Support Team Manager to the unique constraints, concerns or needs of various Military Commands or customers that are

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offsite from the DRMO.

C2.1.7.8. Validates AEDA and DEMIL requirements are strictly complied with, at the request of the Forward Support Team Manager, DRMO Chief or customer.

C2.1.7.9. Keeps a high degree of safety awareness and security control throughout the disposal process across the Forward Support Team.

C2.1.7.10. Negotiates arrangements and alliances (in tune with the command vision) with customers having specific needs as “virtual DRMO” operations unfold.

C2.1.7.11. Prepares or demonstrates capabilities of this newly automated disposal method and the operational processes and technicalities.

C2.1.7.12. Assists the Forward Support Team Manager in human resource and fiscal management. Analyzes business based performance measures and the quality of the customer service provided. Develops solution-based recommendations to enhance both. Ensures maintenance of high quality and critical disposal and customer programs.

C2.1.7.13. Assists the Forward Support Team Manager in the strategic planning process to align DRMS/DLA/DOD objectives. Helps develop method/means of accomplishing objectives/improvements. Actively involved in the development of the customer/client relationship; leadership assessment; regulatory/statutory compliance; customer satisfaction; application of new information technology; disposal process improvement/training; and, disposal transportation solutions for Forward Support Team wide operations.

C2.1.7.14. Assesses individual DRMO customer effectiveness. Provides Forward Support Team Manager with data/ information to evaluate operations and customer service quality overall. Recommends customer process improvements and assists in the implementation. Provides information to DRMO Chiefs on customer issues.

C2.1.7.15. Acts as a Command Report of Survey Officer (CRSO) as assigned to validate reports of survey and credibility of the disposal inventory; and, acts as a DRMS catalyst for change in the field. Understands current DRMS/DLSC/DOD strategic plan and any directional changes that occur to ensure all DRMOs in their service area adhere to these changes. Constantly studies the latest changes within DRMS and helps implement these changes at the DRMOs they service.

#### C2.1.8. Customer Support Specialist (CSS)

C2.1.8.1. The CSS manage Service Level broad issues, MAJCOM and above level.

C2.1.8.2. Attend customer meetings and conferences to advise on disposal issues

C2.1.8.3. Provide technical advice, liaison, and customer assistance to assigned

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customer group

C2.1.8.4. Conduct customer training on DRMS systems/programs

C2.1.8.5. Team with field activities to resolve customer issues

C2.1.8.6. Develop lines of communication with customers

C2.1.8.7. Analyze customer disposal and R/T/D activities to assess customer needs and requirements.

C2.1.9. Disposal Service Representative (DSR)

C2.1.9.1. Face of DRMS to the transactional customer.

C2.1.9.2. Assist the customer by making disposal decisions regarding property at the customer's location, sending property directly to its ultimate location whenever possible, thereby reducing the number of times it has to be handled.

C2.1.9.3. Act as the customer's advocate in the solution of both common and unique disposal issues.

C2.1.9.4. Enhance the position of the DRMS as a part of the supply chain by helping the customer with Reutilization issues and assisting with the process.

C2.1.9.5. Facilitate disposal services and make disposal decisions at a customer's generating location. This includes assisting customers in turning in property to a performing activity (PA) cross-docking site; making disposal decisions on property at the customer's location, to include downgrade on receipt to a co-located scrap accumulation, direct shipments to demilitarization (DEMIL) centers, coordinating direct shipments to the demanufacturing and precious metals contractors (assisting with delivery order requests, etc); assisting customers with receipt in place and facilitating the removal of this property; assisting customers in requisitioning property.

C2.1.9.6. Promote maximum reuse of property through contact with potential customers.

C2.1.9.7. Promote the DOD Precious Metals Recovery Program (PMRP) to DOD activities and other Federal agencies.

C2.1.9.8. Resolve, through close coordination with local GSA Area Utilization Officer and GSA Region, any question involving the priority between civil agency redistribution requests and/or donation requests.

C2.1.9.9. Administer the advertising and promotional aspects of DRMS redistribution operations.

C2.1.9.10. Provide marketing technical assistance and guidance to property

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generators for sale/property removal requirements and establishes generator responsibilities for the sale of property not in physical custody of DRMS.

C2.1.9.11. Receive and process property in place at the generator's location per the terms and conditions of a MOA between the generator and the Area Manager.

C2.1.9.12. Downgrade usable property to scrap according to applicable regulations.

C2.1.9.13. Maintain liaison with generating activities to establish turn-in schedules.

C2.1.9.14. Contact local technically qualified DOD representatives to obtain clarification/additional information needed to resolve questionable DEMIL codes.

C2.1.9.15. Recommend the most cost effective manner of accomplishing DEMIL.

C2.1.10. Responsible Property Officer

C2.1.10.1. Responsible for exercising care, physical custody and safekeeping of property entrusted in his/her possession or under his/her supervision.

C2.1.10.2. Cannot approve adjustments.

C2.1.10.3. If required, complete receiving responsibilities.

C2.1.10.4. Cannot be the APO.

C2.1.11. Accountable Property Officer

C2.1.11.1.1. Maintain the DRMS Automated Systems Information (DAISY) accountable record for the Government, to ensure its accuracy.

C2.1.11.1.2. Cannot approve adjustments.

C2.1.11.1.3. Correct errors in the DRMO inventory, as authorized.

C2.1.11.1.4. Input gains/losses and DTID Restarts (except as the result of a partial issue), as appropriate.

C2.1.11.1.5. Review all placards, certificates and adjustment vouchers for correct authorizations and certifications.

C2.1.11.1.6. Guard against irregularities and discrepancies by reviewing daily transactions against source documents. Take action to notify DRMO Chief when discrepancies reach 5%.

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C2.1.11.1.7. If required, complete receiving responsibilities.

C2.1.11.1.8. Review and advise DRMO Chief of discrepancies in the DD Form 1143, Report of Excess/Surplus Material at DRMOs, 3 days prior to certification date.

C2.1.11.1.9. Cannot be the RPO.

C2.1.12. Contracting Officer Representative/Contracting Officer Technical Representative (COR/COTR)

C2.1.12.1.1. Performs duties as stipulated in writing by Contracting Officer.

C2.1.13. Financial Liability Officer

C2.1.13.1.1. Selected/appointed in writing by the Appointing Authority on an as needed basis. Is not required to be listed on the Centralized listing, as an appointment is indicted on an as-needed basis for discrepancy research.

C2.1.13.1.1.1 Should be senior in grade to the APO and RPO

C2.1.13.1.1.2 Should not have direct interest in the property.

C2.1.13.2. HQ DRMS Property Book Officer

C2.1.13.2.1. Appoints DRMO Accountable DRMO-Equipment Officer

C2.2. **Written Appointments**

C2.2.1. Authority and Accountability

C2.2.1.1. DRMO Chiefs/DEMIL Center Chiefs assign specific DRMO responsibilities that require individual accountability. These assignments are normally required by a higher authoritative document such as the Federal Management Regulation (FMR), the Financial Management Regulation, DOD 4160.21-M, DOD 4160.21-M-1, etc. These documents call for designations to be made periodically; e.g., annually, as employees rotate, when management changes occur, when new requirements are received, etc. Assignments must be confirmed by an appointee's original signature.

**NOTE:** The selection of chiefs at OCONUS and Central DRMOs are not written appointments. The stipulations for overseas DRMO Chief selection are that personnel assigned to these positions will be U.S. citizens, either military or civilian, unless exception is provided by DLA.

C2.2.2. Centralized listing

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C2.2.2.1. The method used for DRMS implementation is a centralized listing containing a signature column for each appointee to sign. OCONUS and Central DRMO Chiefs will assign personnel to these designated responsibilities and obtain an original signature in the designated column. New appointments are made as necessary or are extended on an annual basis (preferably in January of each calendar year). The DRMO Chief will validate appointments by signing and dating the spreadsheet/ listing.

C2.2.2.2. Appoint primary and alternate positions, to the greatest extent possible, to ensure adequate coverage for absences. Consider appointments that best suit the employee. Additionally, do not appoint duties that would be in conflict with one another.

C2.2.2.3. Scan the document and provide internally and to organizations having requirements to verify appointments/ signatures.

C2.2.2.4. Update throughout the year as personnel rotate, assignments/duties change or a new employee is assigned a written appointment. As changes occur update the spreadsheet, rescan and redistribute.

C2.2.2.5. Minor changes can be annotated on the spreadsheet/listing; however, when the signature of the newly appointed personnel is required, the listing must be updated to include the signature.

**NOTE:** Contracting Officer, COR/COTR, Sales Contracting Officer, and Delivery Officer appointments are handled separately. Contracting Officers appoint Contracting Officer's Representative/Contracting Officer Technical Representative. Sales Contracting Officers are appointed by the Director, DRMS-B. The base commander appoints the Delivery Officer when property is released by other than DRMO personnel. They are completed in official letter format, and not annotated on the listing/spreadsheet. See Section 2, Chapter 6, Sales Program.

### C2.2.3. Spreadsheet

**Figure 2 - Written Appointment Spreadsheet Set-Up**

<b>Name</b>	<b>Primary or Alternate P/A</b>	<b>Authoritative Document</b>	<b>Appointment Date</b>	<b>Appointee's Signature</b>	<b>Chief 's Initials</b>
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### C2.2.4. Mandatory appointments

C2.2.4.1. Abandonment or Destruction Officer (See DOD 4160.21-M, Chapter 8, paragraph B1a and Section 2, Chapter 7, Scrap).

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- C2.2.4.2. Accountable Property Officer/Alternate (APO). See this chapter, C2.1.19.
- C2.2.4.3. Cashier. Primarily in overseas and HQ locations. See Section 2, Chapter 6, Sales Program.
- C2.2.4.4. Commercial Venture Coordinator. See Section 2, Chapter 6, Sales.
- C2.2.4.5. DEMIL Coordinator. See Section 2, Chapter 4, DEMIL.
- C2.2.4.6. DEMIL Certifier/Verifier. See Section 2, Chapter 4, DEMIL.
- C2.2.4.7. Downgrade Designee. Cannot be APO or RPO. See Section 2, Chapter 2, Property Accounting.
- C2.2.4.8. DRMO Security Coordinator. See this Section, Chapter 4 - Security.
- C2.2.4.9. Fire Marshall. See this Section, Chapter 3 - Safety.
- C2.2.4.10. Hand-Receipt Holder. Responsible for property on their hand receipt account, i.e., operating equipment/supplies used to perform daily disposal mission. See [DRMO Operating Equipment Procedures](#) under "Comptroller" for SOP.
- C2.2.4.11. Key Control Officer. See this Section, Chapter 4 - Security.
- C2.2.4.12. Mail Pick Up and Receipt. See this chapter - C2.5.
- C2.2.4.13. Organizational Requirements Clerk (ORC). Duties include maintaining and updating the DRMO publication library for those publications required by local authority or Host Country or that cannot be found on the World Wide Web. See this Section, Chapter 1 - Administration.
- C2.2.4.14. Precious Metals Monitor. See Section 2, Chapter 7, Scrap Programs.
- C2.2.4.15. Recycling Control Point (RCP) Liaison. See Section 2, Chapter 9, RCP Program. Also see home page [RCP Roles](#).
- C2.2.4.16. Releasing Personnel. Where personnel resources permit, DRMO individuals responsible for signing release documents for sold property will not be the same as those responsible for signing receipt documents for property received in the DRMO. In those instances where it is not feasible to adhere to this policy, the DRMO Chief/Site Manager will document the reason for deviating from it and place it in the official administrative files. Do not consider the APO for this appointment. (Non A76 sites only).

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C2.2.4.17. Responsible Property Officer (RPO). The RPO cannot be the same person as the APO and cannot approve adjustments. See this chapter, **C2.1.18**.

C2.2.4.18. Safety Monitor. See this Section, Chapter 3 - Safety.

C2.2.4.19. Weigh Master. See Section 2, Chapter 7, Scrap Programs.

C2.2.4.20. Mutilation certifier/verifier. See Section 2, Chapter 4. Demilitarization Program.

### C2.3. Situation Reporting (SITREP)

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents](#).

#### C2.3.1. Significant Events

C2.3.1.1. Situation reporting is the medium that is used to inform DRMS officials of emergencies or urgent incidents around the clock. A SITREP is to be provided for a significant event, which has a negative impact on mission accomplishment, may require headquarters assistance, or may cause embarrassment to the Agency. DRMS Instruction 3020.1 sets forth reporting criteria.

#### C2.3.2. When Required

C2.3.2.1. The DRMO is required to submit a SITREP, within 8 hours of the incident, for the following:

- C2.3.2.1.1. ADP/System Failure
- C2.3.2.1.2. Adverse Publicity
- C2.3.2.1.3. AEDA/MLI
- C2.3.2.1.4. Break-In/Theft/Bomb Threat
- C2.3.2.1.5. Classified
- C2.3.2.1.6. Facility/Equipment/Fire/Natural Disaster
- C2.3.2.1.7. Hazardous/Discovery of HM
- C2.3.2.1.8. Injury/Death (includes Government contract employees)
- C2.3.2.1.9. Radioactivity
- C2.3.2.1.10. Special Situation
- C2.3.2.1.11. Temporary Closure
- C2.3.2.1.12. Utility Outage
- C2.3.2.1.13. Visitors/Environmental Inspection

C2.3.2.2. Users will access the new system, which is web based, at <http://drmsweb.ad.drms.dla.mil/SitRep>. A password is required.

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C2.3.2.3. If a DRMO is unable to submit a SITREP, elevate through the Central DRMO to the FST. If the SITREP program is not available, e-mail the SITREP Program Manager at: [DRMS SITREP Prog Mgr.](#)

C2.3.2.4. Matters such as questions, requests to reopen CLOSED SITREP(s) and input problems should be e-mailed to the Program Manager.

## **C2.4. Real and Personal Property Distinction**

### **C2.4.1. Disposition Restriction**

C2.4.1.1. DRMS does not have authority to sell or otherwise dispose of real property. Real property is defined as any land, buildings, structures, utilities systems, improvements and appurtenances thereto. This includes equipment attached to and made part of buildings and structures (such as heating systems), but not movable equipment (such as plant equipment).

C2.4.1.2. All improvements, structures and fixtures, when designated for disposition with the underlying land, are real property and must be handled as such. Any installation custodian requesting assistance in the disposition improvements, structures, or fixtures should be advised to either use the authority contained in ASPR 16-404 or elevate the issue/disposition through service channels to Assistant Secretary of Defense (ASD) level. If questions arise that cannot be answered at the local level, they should be referred to DRMS Operations for final determination(s).

### **C2.4.2. Personal Property Disposition**

C2.4.2.1. When real property is designated for disposition without the underlying land, prefabricated movable structures such as Butler-type storage warehouses, Quonset huts and house trailers (with or without undercarriages), it may be disposed of as personal property. Residue from the demolition or dismantling of real property, such as scrap lumber, fuel tanks, etc., which is determined by the owning agency to be personal property, may be disposed of through sales.

C2.4.2.2. DRMOs receiving requests to dispose of real property through sale will obtain a written statement from the installation custodian stating that the residue is personal property and should be processed as such through the local DRMOs.

## **C2.5. Processing Incoming Mail, Correspondence and Outgoing Mail**

### **C2.5.1. Procedures**

C2.5.1.1. Generally, the DRMO must pick up mail in person versus postal delivery. Designate, by letter, the appropriate names of personnel authorized to pick up mail. To

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ensure prompt delivery, two regular mail pickups should be made daily. Send the designation letter to the postmaster of that post office, (superintendent of the substation) servicing the activity. This is required to identify the persons authorized to sign for registered, certified, or insured mail. Satellite DRMOs will forward controlled mail to DRMO Central for processing.

C2.5.1.2. Overseas DRMOs - In addition to the above, make arrangements and establish procedures in overseas liaison offices for delivery or pickup of US and host country mail. (Use an acceptable form for registering certified, insured, or registered mail.)

C2.5.1.3. Guidelines on Suspicious Mail. US Mail/packages are currently being screened by the United States Postal Service. The following could be considered "suspicious".

- C2.5.1.3.1. Mail that has protruding wires, strange odors or stains
- C2.5.1.3.2. Mail that appears to contain any kind of "powder-like" substance
- C2.5.1.3.3. Mail with no return address
- C2.5.1.3.4. Oddly shaped packages or mail of an unusual size
- C2.5.1.3.5. Mail marked "personal" or "confidential"
- C2.5.1.3.6. Mail addressed to a "title" but not a name
- C2.5.1.3.7. Mail that simply does not seem legitimate or is suspect
- C2.5.1.3.8. Mail with excessive postage

C2.5.1.4. Isolate the parcel in a sealed plastic bag, if possible.

C2.5.1.5. Contact Security.

C2.5.1.6. Keep others away.

C2.5.1.7. Keep calm.

C2.5.1.8. Wash hands with soap and hot water immediately if an item has been handled that contains any "suspicious substances."

C2.5.1.9. Processing Mail

C2.5.1.9.1. Receive all incoming mail. Refuse to accept classified mail or documents unless directed to do so by DRMS-O.

C2.5.1.9.2. Record certified, registered, and insured mail on a spreadsheet.

C2.5.1.9.3. Date stamp, on a selective basis, mail on which the time of receipt and/or dispatch may have a legal or monetary significance, e.g., bids, claims, contracts, etc.

C2.5.1.9.4. Sort and suspense mail filed in due date sequence for communications requiring an answer as follows (file suspense copies in due date sequence)

C2.5.1.9.4.1 Controlled mail (mail requiring action from a higher authority,

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containing suspense date, or requiring other action/information by a specified time).

C2.5.1.9.4.1.1 At a minimum, route all controlled mail through the Central DRMO Chief. The Chief may require all mail to be routed through his/her office.

C2.5.1.9.4.2 Uncontrolled mail

C2.5.1.9.4.2.1 Action Officer must request extension of due date from originator, if suspense cannot be met.

C2.5.1.9.4.2.2 Prepare response on official letterhead; accomplish appropriate coordination and obtain signature. Completed correspondence may be scanned and e-mailed to the recipient.

C2.5.1.9.5. Mail Designee

C2.5.1.9.5.1 Date stamp; make official file copies.

C2.5.1.9.5.2 Mail official response unless requestor advises electronic response is adequate.

**C2.6. Publications and Forms**

C2.6.1. Requisitioning Host and Hard-Copy DRMS Publications

C2.6.1.1. The Organizational Requirements Clerk (ORC)

C2.6.1.1.1. Must determine the need for local host publications or host country publications.

C2.6.1.1.2. ORC requests publication according to Inter-service Support Agreement (ISA) and maintain suspense until filled.

C2.6.1.1.3. The DAISY CAT (Codes and Terms) Pocket Reference can be ordered by e-mailing [Qualls, Debbie \(J6B\)](mailto:Qualls,Debbie(J6B)@dla.mil). It can also be found online at [CAT Book](#)

C2.6.2. Requisitioning Forms

C2.6.2.1. Numbered forms that cannot be accessed on Adobe Forms must be ordered. [Stocked Forms](#)

C2.6.2.2. An index of stocked forms (including placards, temporary badges, labels, etc.) that can be obtained through [formsodr@dlis.dla.mil](mailto:formsodr@dlis.dla.mil) can be found on the DRMS Internal web page under Forms (*Index of Stocked Forms*).

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C2.6.2.2.1. According to DLSC-I 5000.1, DRMS field activities will not contract for, or request from the host activity, any commercial printing or procurement of commercial forms. DRMOs are required to use existing numbered forms, including overprinting of existing forms, to the maximum extent possible. This includes use of local installation forms when appropriate.

C2.6.2.2.2. Order serialized forms (such as the Standard Form 97) by e-mail through: [formsordr@dlis.dla.mil](mailto:formsordr@dlis.dla.mil). RTD Colored Stickers can also be ordered at this address. E-mail messages must include Publication Account Number (PAN), DRMO name and address, and the form number, title, NSN and quantities required. Furnish courtesy copy of the e-mail to the requester.

C2.6.2.2.2.1 Place one copy of e-mail message in a suspense file pending receipt of the order.

C2.6.2.2.2.2 DD Form 1348, Issue Release/Receipt Document, will be shipped with the forms ordered to include any information of back orders, partial orders or if the complete order has been filled. Forward forms to requester and discard any suspense copies.

C2.6.2.2.2.3 Emergency requests are processed by DLIS-RW, DSN 661-5934 or 661-4975 FAX: 661-4237.

C2.6.2.2.2.4 The majority of the forms used by DRMS/DRMO are located in Adobe Forms or on DRMS internal web page, under "tech support."

C2.6.2.2.2.5 Problems encountered with the forms program should be e-mailed to [forms@dlis.dla.mil](mailto:forms@dlis.dla.mil) or call DSN 661-4867.

### C2.6.3. Standard Form 97, Control and Usage

C2.6.3.1. The Central DRMO will designate a responsible individual to order SF 97s and ensure DLA Form 595; Receipt for Accountable Property by DLA Recipients (or similar form used by Host) is completed and returned to the source of supply. Due to the sensitivity of this form, store unused SF 97s in a locked container at all times until issued. For RCP transactions that require issue of an SF 97, RCP liaisons will electronically submit a DRMS Form 200 to DRMS-O which contains the information for completion and issue of the SF 97. The form will be mailed to the recipient from DRMS-O.

C2.6.3.1.1. Numbering. The SF 97 is pre-numbered and cannot be duplicated.

C2.6.3.2. Preparation. The SF 97 is self-explanatory and will be prepared by distribution personnel. If mailed, the form will be released through a traceable system

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(registered, return receipt requested, certified, etc.) See below for guidance on preparing ahead of time and handing to customer when transaction is complete. (This is the preferred approach for sales transactions.)

C2.6.3.3. For donation actions provide/forward SF 97s to the screener at time of pickup/transport.

C2.6.3.4. Any vehicle that is to be transferred does not require a SF 97.

C2.6.3.5. When a vehicle is donated to a state, issue a SF 97 to the state for furnishing to the subsequent donee, as required. The accountable forms control will show the issue to a state.

C2.6.3.6. Mixed-Ownership Government Corporations. Mixed-ownership Government corporations, such as the National Railroad Passenger Corporation (AMTRAK), are not eligible to carry U.S. Government license tags on their vehicles. These vehicles must be registered under applicable state laws by the Mixed-ownership Government corporations. Therefore, the corporations require the issuance of a SF 97 as evidence of title for use by state motor vehicle registration officials. Furnish a SF 97 when a vehicle is transferred to any of the following mixed ownership Government corporations:

C2.6.3.6.1. AMTRAK:

C2.6.3.6.2. Central Bank for Cooperatives and Regional Banks for Cooperatives

C2.6.3.6.3. Federal Land Banks

C2.6.3.6.4. Federal Intermediate Credit Banks

C2.6.3.6.5. Federal Home Loan Banks

C2.6.3.6.6. Federal Deposit Insurance Corporation

C2.6.3.6.7. The Rural Telephone Bank

C2.6.3.7. Sales

C2.6.3.7.1. Prior to the actual sale, complete and file the vehicular information required on the SF 97, including the odometer disclosure statement.

C2.6.3.7.2. Issuance of Standard Forms (SF) 97. Only issue SF 97 forms to the purchaser indicated on the DRMS Form 1427, Notice of Award, Statement and Release Document. Do not issue a SF 97 to any agent or sub-purchaser of any purchaser. DRMS' legal relationship is solely with our original purchaser. Complete the transferee block of the SF 97 using information in Block 6 of DRMS Form 1427.

C2.6.3.8. There are two items that must be hand printed, not typed. The first is the "Transferor's Name (Seller)", after "I" and the second is the "Transferor's (Seller) signature and title" box, at the very bottom of the form. The original copy of the form goes to the transferee (Buyer).

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C2.6.3.9. Log or Register. A log or register for each SF 97 is required to account for all SF 97s. The log must show all blank SF 97s received by the DRMO/DRMS-O (RCP) and the action taken to cause the use of each SF 97 on the log.

C2.6.3.9.1. If the SF 97 is lost and cannot be traced within 30 days from release, the log will be annotated accordingly, a new form prepared and appropriate actions taken to ensure it reaches the proper destination.

C2.6.3.10. Keep a folder with the SF 97s filed in numerical sequence, in accordance with "DRMS 4160.14, Section 2, Chapter 2, Property Accounting" 630.65, SF 97, cut off at end of calendar year. Hold 2 years and retire to records holding area for 2 years and destroy." (This guidance does not pertain to other 630.65 files used at the DRMO.)

C2.6.3.11. Attach a copy of the form to the record copy of the credit document, e.g., DRMS Form 1427, SF 123, etc.

C2.6.3.12. If requested, prepare a SF 97 for a salvage/scrap vehicle; however, do not issue subsequent SF 97s regardless of whether the vehicle is repaired. The following statement must be stamped or typed on the top of the form: *"For ownership only - no license is to be issued."*

**NOTE:** A rubberized stamp may be purchased and used for the above statement.

#### C2.6.4. DLA Form 1822, End Use Certificate (EUC)

C2.6.4.1. The EUC is required to be completed by each potential recipient of Government surplus of Munitions List Items (MLI) or Commerce Controlled List Items (CCLI) and for all types of foreign excess personal property. The potential recipient must provide personal and business information and details of the final disposition and end-use of the property. The form also contains notification of the applicable laws, licensing and export requirements as well as certification statements signed by the potential recipient. Information provided is validated by the Government. If approved for the transfer, the recipient is notified of the approval.

C2.6.4.1.1. Sale bidders and other prospective barter/trade/exchange sale, demanufacturing or Return to Manufacturer potential recipients shall be required to complete and sign a EUC when desiring to receive surplus and foreign excess personal property that is identified as a military munitions list (MLI) or Commerce Controlled-Listed Items (CCLI) item.

#### C2.6.5. Forms Enclosure

C2.6.5.1. See Section 4, Supplement 1, Enclosure 4 for forms used throughout this publication. The enclosures are sorted by Form Source, e.g., "DD," Form Number, e.g.,

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“3,” and Title “Claims Register.”

## **C2.7. Compliance Program (See DRMS-I 4155.1.)**

The Compliance Assistance Program (CAP) and Self Assessment are command-wide programs to assess field activity operational compliance with all DOD/DRMS regulatory and procedural guidance. Direct questions relating to the CAP should be directed to DRMS-O. Findings resulting from compliance reviews will be resolved immediately.

## **C2.8. Managing Workload Increases**

DRMS will when necessary, implement expedited instructions when property must move faster through the disposal system due to base closure; insufficient covered storage, workload increases, etc. The DRMO Chief will notify the respective Forward Support Team (FST), who will notify DRMS-O of those methods used and the estimated completion date.

### **C2.8.1. Management Techniques**

C2.8.1.1. Use compensation/overtime according to prescribed personnel policy and procedures. Work weekends.

C2.8.1.2. Split the workforce into early and late shifts, allowing for more uninterrupted work time before and after customer hours.

C2.8.1.3. Reduce relocations - warehouse large commodity quantities directly from the truck to its warehouse/outside storage location (do not locate in CV area).

C2.8.1.4. Request help from Central Chief/Forward Support Team.

C2.8.1.5. Hire temporary/intermittent labor, keeping cost in mind and for short-term only, 30-60 days, NTE 1 year.

#### **C2.8.1.5.1. CONUS**

C2.8.1.5.1.1 FAX request and DLA Form 1304 through the FST to DRMS Field Support Branch (DRMS-OLF) whether they include a request for funds or are budgeted within the FST. DSN 661-5776.

C2.8.1.5.1.1.1 Reason for the requirement, i.e., vacancies (include PERS action Number and date of recruitment), workload surges, special projects

C2.8.1.5.1.1.2 Anticipated number of employees, hours and duration of the requirement

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C2.8.1.5.1.2 Once approved, funds will be transferred to the FST. DLIS will enter info into the BOSS.

C2.8.1.5.1.3 DRMS-POB will issue the task order.

C2.8.1.5.1.4 The Forward Support Team must notify DRMS-OLF when status of temporary positions changes, i.e., date of termination of temporary hire and date of filling permanent hire. Include in Significant Activity Report.

**NOTE:** Disapprovals by DRMS-OLF will contain an explanation.

C2.8.1.5.2. DRMOs Managing FEPP. For temporary/intermittent labor requests, contact the host contracting office. If the host contracting office will not provide support, contact DRMS-POB.

C2.8.1.6. Request loaned labor from host.

C2.8.1.6.1. Request loan of personnel, equipment and facilities augmentation from generating activities.

C2.8.1.6.2. When necessary, advise and/or assist generators in diverting property to a less impacted DRMO. For diverted property, the generating activity is responsible for ensuring that the proper documentation accompanies the property.

C2.8.2. Expedited Processing (EP) See Section 2, Chapter 5 (RTD)

C2.8.3. Backlogs

C2.8.3.1. All property at a DRMO facility must be on the accountable record (DAISY) within 5 working days of receipt. Items in a DRMO's yard over 5 days not entered into the accountable record will be considered backlog. Items awaiting a NIIN characteristics search for receipt processing into DAISY must be counted as DRMO backlog. For information on filling out DRMS Form 355, see Section 2, Chapter 1, Logistics Program.

C2.8.3.2. There are two categories of backlogs:

C2.8.3.2.1. Generator - property available for turn-in that the DRMO cannot accept due to scheduling, lack of storage, etc.

C2.8.3.2.2. DRMO - Property within a DRMO's yard that has not been entered into DAISY. The DRMO will provide a separate area for backlog items to preclude commingling of items on the DRMO accountable record or referred to CV contract.

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C2.8.3.3. Reporting. Central DRMOs will prepare a weekly-consolidated Backlog Report to include their satellites and forward to their FST. FST will prepare and forward a weekly report to [DRMS Backlog](#). DRMS-OLF will provide a monthly roll-up status to the DRMOs.

C2.8.3.4. DRMOs receiving FEPP are required to report weekly to their FST. The FST will prepare and forward a report to [DRMS Backlog](#) weekly. DRMS-OLF will provide a monthly roll-up status to the DRMOs.

C2.8.3.4.1. Report Criteria. For DRMOs with significant backlog, each Monday, not later than 12:00 (noon) EST, report the following, separated by DRMO and Generator backlogs:

- C2.8.3.4.1.1 Beginning backlog balance.
- C2.8.3.4.1.2 Number of receipts received from the generator.
- C2.8.3.4.1.3 Number of receipts processed.
- C2.8.3.4.1.4 Ending backlog balance.
- C2.8.3.4.1.5 Estimated get-well date.
- C2.8.3.4.1.6 What actions are being taken to get well.

C2.8.3.4.2. Insignificant Backlog. Actions required for adjusting backlog levels under the 3-workday limit. DRMOs must report the number of line items in Generator and DRMO backlog count on the last Monday of each month, no later than 12:00 (noon) EST.

**NOTE:** When necessary, advise and/or assist generators in diverting property to a less impacted DRMO. Diverting property will be a last resort. Encourage the generating activity to retain property in-place for disposal processing. If they cannot hold the property and choose to divert to another DRMO, attempt to have them agree to pay the transportation to an alternate site. For diverted property, the generating activity is responsible for ensuring that the property documentation is changed to reflect the physical location receiving the property.

## **C2.9. Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs) and Interservice Support Agreements (ISAs)**

### **C2.9.1. Receipt-In-Place Memorandums**

**NOTE:** The term Receipt-In-Place MOU has replaced Receipt-In-Place MOA based on DRMS interpretation of the terminology in DOD I 4000.19. Existing MOAs need not be reissued as a Memorandum of Understanding.

C2.9.1.1. A MOU between the DRMO and the generating activity is required for receipt of property in-place when the DRMO is physically unable to accept the receipt or if a special circumstance creates a requirement. The MOU is executed with the Military

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Service/Defense Agency or with a Federal Civil Agency (FCA).

**NOTE:** Prior to executing a receipt-in-place MOU with a FCA, the FCA and DRMS must have executed a Memorandum of Agreement for reimbursable services to dispose of the FCA property. Please check the DRMS External Page and choose "Generator/Installation." Click on [FCA MOA](http://www.drms.dla.mil/turn-in/#moa) Information (<http://www.drms.dla.mil/turn-in/#moa>) to see whether a MOA for total disposition management (except PMRP) between DRMS and the FCA has been completed. See C.2.9.6., Federal Civil Agencies below.

C2.9.1.2. The MOU for receipt-in-place is a template. See Section 4, Supplement 1, Enclosure 2. It may be changed by adding or deleting pertinent parts, i.e., specific property receipt responsibilities. It is important to ensure legal sufficiency remains with any additions or deletions made to the document.

C2.9.1.3. Signatures and Effective Dates. The MOU is an Interservice/Intragovernmental document that is executed under the authority of the DOD I 4000.19. The MOU will become official when signed by all parties. Since the MOU does not involve compensation, the authority for the level of signature of the DOD Component/Federal Civil Agency on the MOU must be the equivalent of the DRMO Chief or higher.

C2.9.1.3.1. The generating activity (DOD Component/Federal Civil Agency) signs and dates the memorandum first.

C2.9.2. Receipt-In-Place Memorandums (Environmental)  
See Section 4, Supplement 1, Enclosure 3.

C2.9.3. Exchange or Sale Memorandums

C2.9.3.1. When a military service is interested in an exchange or sale under the authority of the Federal Management Regulation, 41 CFR, Part 102-39, notify the DRMS Sales Branch (DRMS-BBS). DRMS-BBS prepares a Memorandum of Agreement tailored to the Military Service needs. The MOA identifies the responsibilities of each party, the cost or fee for conducting the service, and how the net sales proceeds will be transferred. The property sold under this authority is not declared excess and is not reported to the DRMO for processing through the accountable record. Generally, the DRMO is not involved in these transactions.

C2.9.4. Range Residue Memorandums

See Template MOU, Section 4, Supplement 1, General Operations Guidance Enclosures 1,2 and 3.

C2.9.5. Service Delivery Model Memorandums - Reserved.

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C2.9.6. Federal Civil Agency (FCA) Memorandums of Agreement.

C2.9.6.1. Although Federal Civil Agencies can receive excess personal property for free, (except that property that is reimbursable to the generating activity), through the XcessXpress transfer program, they are not entitled to turn-in property to the DRMO for disposition services unless they agree to pay for those services, through the execution of a DRMS/FCA Memorandum of Agreement, which is executed at the HQ DRMS Command level. Information to provide to Federal Civil Agencies on this program is located on the DRMS Generator/Installation Page. It contains samples of the MOA template, DD Form 1144, and Economy Act Order. Click on [FCA MOA Information](#) under the Generator/Installation web page.

**NOTE:** The Memorandum of Understanding (MOU) between DLA and GSA, dated January 23, 1998, authorizing receipt and processing of any Federal Civil Agency property, has expired. DRMS can no longer process FCA property under this “blanket” agreement. Each FCA must establish a separate MOA with HQ DRMS.

C2.9.6.2. The authority for DRMS to receive and process FCA property, on a reimbursable basis, is stipulated in DOD 4160.21-M, Defense Materiel Disposition Manual, Chapter 1, Scope and Applicability. Individual MOAs must be in-place before DRMOs can accept and process FCA property. If a MOU has not been established for an agency at large (e.g., Department of Labor, Forestry Department, Veteran’s Administration, etc.), refer the FCA to the web site mentioned above or contact DRMS-S.

C2.9.6.2.1. When a FCA contacts the DRMO office to turn-in property, check either the Generator/Installation site or the DRMS Internal web page, under Business Operations. Click on “FCA MOA Status” to see if the FCA is listed on the spreadsheet. Next, check the specific AAC (equivalent to the DODAAC) that the FCA wants to use (or is on the DTID). If it is listed, property may be accepted. If not listed, refer the FCA to the DRMS home page. Have them click on “Generator/Installation.” Then, click on FCA MOA Information. This will give them an e-mail address to work directly with DRMS-S.

**NOTE:** Do not accept property for disposition if there is no MOA or if there is an MOA, but the AAC is not a listed AAC.

C2.9.6.3. DRMS-S will coordinate with the FCA and prepare the MOA for command signature. Once the MOA is signed, DRMS-S will add the information to the web page spreadsheet.

C2.9.6.4. Operational issues will be resolved by DRMS-O and DRMS-RF will resolve funding issues.

C2.9.6.5. DRMS-S will maintain the official MOAs and initiate any modifications.

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C2.9.6.6. DRMS-RF maintains the funding arrangements.

C2.9.6.6.1. DRMS-RF will bill the FCA for services rendered through the Intra-governmental Payment and Collections (IPAC) system, according to the Transaction Activity Billing (TAB) and other rates published on the DRMS Web Site *“Generator/Installation”*.

C2.9.6.7. Turn-in requirements.

C2.9.6.7.1. FCAs will use DOD standard procedures (see DOD 4000.25-M-1 Chapter 5 and App 3.49 and DOD 4160.21-M, Chapter 3) for turn-in, receipt and handling of FCA excess property, utilizing the DD Form 1348-1A or DD Form 1348-2, Disposal Turn-In Document (DTID).

C2.9.6.7.2. In-Transit Control requirements, DOD 4000.25-M-1 are not applicable to FCA turn-ins.

C2.9.6.7.3. If property is received in-place, receipt-in-place MOAs are required the same as for DOD activities. See this chapter, C2.9.1 above.

C2.9.6.7.4. FCAs are required to schedule turn-ins and are responsible for delivering the property to DRMOs, both usable and scrap.

C2.9.6.7.5. FCA Hazardous property will always be received in-place.

C2.9.6.7.6. FCA property will be identified by the officially assigned Agency Address Code (AAC), the equivalent of a DODAAC. The first position of the AAC begins with 1 - 9. To verify an AAC see: web site, a For System Access Request must first be obtained at [https://www.daas.dla.mil/sar/daasingq\\_sar.html](https://www.daas.dla.mil/sar/daasingq_sar.html). Validate DODAACs/AACs at <http://www.drms.dla.mil/drms/comptroller/html/interfund.htm>.

C2.9.6.7.7. Special arrangements can be made with the FCA for large quantities of like items or large items with small dollar amounts.

C2.9.6.7.8. DRMOs will refuse FCA turn-ins using the same criteria for rejecting DOD property.

C2.9.6.7.9. DRMOs will not accept and the FCA will not turn in property exempt from turn-in by DOD activities according to DOD 4160.21-M, Chapter 3.

C2.9.6.8. Receipt Processing

C2.9.6.8.1. The DTID must be filled out according to DOD 4160.21-M and will contain Disposal Authority Code (DAC) of “F” in position 64. FCA property must always be

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coded "1," as it is reimbursable, if sold, even though proceeds are not returned to the FCA directly. Marketing personnel must load the General Treasury Receipt fund cite 97R2651 in the marketing menu in advance of receipts of FCA property. The property accounting receipt must reflect the 97R2651 fund cite.

**NOTE:** EXCEPTION: Do not code receipts of SCL P- and V-coded scrap as DAC F. Reimbursement Code = 0.

C2.9.6.8.2. An automated XS6 will be generated for Commercial Venture (CV) property to roll to Record Status Code K at End of Screening Date (ESD).

C2.9.6.8.3. Hazardous property receipts must have the required turn in document information found in DOD 4160.21-M, Chapter 3, including the funding code of "XP" in blocks 52 and 53, and additional hazardous property identification information as required in Chapter 10 of DOD 4160.21-M.

#### C2.9.6.9. Reutilization, Transfer or Donation

C2.9.6.9.1. All FCA property will be screened, including hazardous property eligible for RTD, with the following exception: FCA property will not be made available to those special program organizations, who, because of enabling legislation, may only obtain DOD excess (e.g. HAP, Law Enforcement Support Office, Educational Activities, Regional Equipment, etc.).

C2.9.6.9.2. Property previously requisitioned by an FCA may be processed through the DRMS disposal system, at the turn-in rates.

**NOTE:** FCAs are not required to return DOD property after use - title belongs to the FCA.

C2.9.6.9.3. FCAs are required to comply with DOD DEMIL requirements.

C2.9.6.9.3.1 FCAs should be referred to the General Services Agency (GSA) for guidance.

**NOTE:** Property previously transferred on a SF 122 that contains a certification that the property must be returned to DRMS can be accepted, without an MOA. The FCA must provide a copy of the SF 122 with the certification. Use the DRMO DODAAC and input "Found on Post" transaction.

#### C2.9.6.10. Sales

C2.9.6.10.1. Proceeds from the sale of any FCA property will be transferred to the general treasury under fund cite 97R2651, unless otherwise specified by law (40 U.S.C. 485). No reimbursement of proceeds will be made directly to the FCA. See Section 4, Supplement

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2, General Operations Guidance, Enclosure 4.

**NOTE:** DOD lacks statutory authority to retain fees out of sales proceeds, so DRMS must recover its costs elsewhere. The established fee structure accommodates that requirement and negates a need to negotiate such fees with each participating agency. Therefore, all sales proceeds **MUST** be deposited to Miscellaneous Receipts of the Treasury (97R2651 S033181) and DRMS will bill the FCA for services rendered.

C2.9.6.10.2. Sales Contract claims. FCAs are subject to costs associated with substantiated contract claims if their negligence or fault is established.

C2.9.6.11. Hazardous Property Disposal

C2.9.6.11.1. The FCA will retain physical custody of hazardous property.

The FCA will identify their hazardous property generations according to established policies contained in DOD 4160.21-M, Chapters 3 and 10 and laws and regulations governing hazardous property.

C2.9.6.11.2. In the event of an inventory discrepancy, the FCA will research the discrepancy and provide a report according to the guidance contained in Section 2, Chapter 2, Property Accounting.

**NOTE:** FCAs may be financially responsible. Section 2, Chapter 2, Property Accounting.

C2.9.6.12. Hazardous Waste Service Contracts - Ultimate Disposal (UD)

C2.9.6.12.1. The FCA will define their disposal service requirements and provide a yearly estimate of hazardous waste streams that they foresee placing on DRMS HW disposal service contracts.

C2.9.6.12.2. DRMS will provide the CLIN listings to the FCA.

C2.9.6.12.3. FCA Hazardous material that fails, or is not eligible for RTDS, will be discarded as a waste and placed on a service contract for disposal.

C2.9.6.12.4. FCAs will review contract changes and modifications.

C2.9.6.12.5. The FCA is considered the “generator” for RCRA reporting purposes. DRMS will provide the FCA generator the HW data residing in the DRMS HW contract database, as needed for RCRA reporting.

C2.9.6.12.6. FCAs shall provide a designated FCA employee to act as a Contract

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Officer Technical Representative (COTR) during pickup of hazardous property. The COTR will be appropriately trained and will release FCA property for shipment, including signing shipping documents. (See DOT 49 CFR 172 Subpart H, Training)

C2.9.6.12.7. Abandonment and Destruction (A&D) support. Where property is not disposed by methods outlined above, property may require disposal as outlined in DOD 4160.21-M, Chapter 8.

C2.9.6.13. Demanufacturing Support. DRMS will provide contract services at the established CLIN rates in the service contract. In the event the property contains any hazardous components not covered under the demanufacturing contractor's hazardous waste disposal authority, the components will be disposed and the FCA will be billed at the UD CLIN rate.

C2.9.6.14. Demilitarization/Mutilation Support. Demilitarization-required property and property which may require export controls will be processed in accordance with DOD 4160.21-M-1, Defense Demilitarization and Trade Security Control Manual. DRMS will provide this service at the established TAB rate. Property requiring Demilitarization may be shipped either by DRMS or the FCA to an alternate location.

C2.9.6.15. DOD Precious Metals Recovery Program (PMRP). This FCA MOA excludes Precious Metals Recovery. FCAs execute Interservice Support Agreements (ISAs). PM will continue to be accepted by the DRMOs with no charge, in support of the DOD Precious Metals Recovery Program, when an ISA is in place.

#### C2.9.7. MOA with the US Coast Guard

C2.9.7.1. Although US Coast Guard is an agency under Department of Homeland Security, they are not required to have an FCA MOA. DRMS processes their property under a MOA that has been in place for many years. The guidelines for accepting Coast Guard property and issuing Coast Guard requisitions are contained in DOD 4160.21-M.

#### C2.9.8. Interservice Support Agreements (ISA)

C2.9.8.1. Base Operating Supplies. Generally, an ISA or a MOA for services from the host is established at the time a disposal activity is established. ISAs define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement. Some Satellites and RIPLs operate under MOA/MOU and funds are not normally involved, but mutual agreements between the parties are created to help offset the cost of the service each provides to the other.

C2.9.8.2. In addition to utilities, two important services are security/force protection

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and safety/occupational health support.

C2.9.8.3. Obtain support for operating supplies from the host activity under ISA, or if more feasible or cost effective, acquire materials in the most cost-effective manner available.

C2.9.9. Receipt In-Place Location (RIPL) or Satellite Memorandums

C2.9.9.1. These Memorandums are similar in nature to the Interservice Support Service Agreements, and are executed at the FST level. They outline host and RIPL responsibilities for operating a disposal activity and processing excess personal property.

C2.9.10. Precious Metals Recovery Program ISAs

C2.9.10.1. DOD generating activities normally turn in all precious metals and precious metals bearing property to their servicing DRMO.

C2.9.10.2. Participating Federal civil agencies (FCA) are also allowed to turn in PM bearing scrap/property at no charge. The ISA allows the FCA to participate in the DOD PMRP and receive silver recovery equipment/supplies at no cost, with the agreement that any generated silver and precious metals bearing scrap is then turned into their servicing DRMOs. Participating FCAs do not get reimbursed, nor do any DOD activities get reimbursed for their participation in the DOD PMRP. The FCA's ISA agreements with DRMS are indefinite, with a 5 year review date that is performed by DRMS and the Agency. The following FCAs have Interservice Support Agreements (ISA) with DRMS:

- C2.9.10.2.1. Department of Transportation
- C2.9.10.2.2. Library of Congress
- C2.9.10.2.3. NASA
- C2.9.10.2.4. Department of Energy
- C2.9.10.2.5. Department of Treasury
- C2.9.10.2.6. Department of Justice
- C2.9.10.2.7. Department of Health & Human Services
- C2.9.10.2.8. Department of Agriculture
- C2.9.10.2.9. Department of the Interior
- C2.9.10.2.10. Department of Labor
- C2.9.10.2.11. Indian Health Services

C2.9.10.3. Questions from generators about their ISA's can be referred to Hazardous and Scrap Policy Branch (DRMS-BCP), who will forward related questions to DRMS-C, if required. Neither FSTs nor DRMS-BCP provide copies of the ISA's to the FCA. If any requests come from FCAs for copies of their ISA's, refer them to their Agency Headquarters.

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## C2.10. Minute Samples

### C2.10.1. Customer Examination

C2.10.1.1. There may be occasions, when customers may be allowed to examine items more comprehensively than can be accomplished by mere on-site inspection or through the written description.

### C2.10.2. Approval Required

C2.10.2.1. On a case-by-case basis, and at no expense to the Government, DRMS-O in conjunction with DES Battle Creek DRMS-WS and DRMS-BCP (and BCD when property is assigned other than DEMIL Code A) will evaluate and provide concurrence/non-concurrence on any proposed sampling of hazardous property. The FST Facilitator will provide DES Battle Creek DRMS-WS and DRMS-BCP/BCD with the information identified below.

**NOTE:** Care should be exercised to determine what constitutes “minute.” Sample quantity will be the minimum volume required to adequately determine the characteristics of the property and will be based on the total quantity available.

C2.10.2.2. DRMOs will submit the following information to the FST Facilitator

- C2.10.2.2.1. DTID
- C2.10.2.2.2. NSN
- C2.10.2.2.3. Unit of Issue
- C2.10.2.2.4. Quantity on Hand
- C2.10.2.2.5. Condition Code and judgment of true condition
- C2.10.2.2.6. DEMIL Code
- C2.10.2.2.7. HM/HW
- C2.10.2.2.8. Electronic Pictures
- C2.10.2.2.9. Type Disposition (Sales, RTM, etc)
- C2.10.2.2.10. Customer name
- C2.10.2.2.11. If applicable, who draws the sample
- C2.10.2.2.12. Transportation Arrangements
- C2.10.2.2.13. Written concurrence from the Host Health or Industrial Hygiene

Office.

### C2.10.3. Transportation

C2.10.3.1. If approved, DRMOs can utilize transportation, through the host, of a sample when the customer provides his/her account number for FEDEX, UPS or other overnight express or the sample can be shipped C.O.D.

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#### C2.10.4. Hazardous Property

C2.10.4.1. Samples of chemicals, oils or other hazardous property must be handled according to applicable local, state and federal and international laws and shipped/physically transported according to Department of Transportation (DOT) or international standards. DRMOs do not open containers containing HP; however, pre-packaged samples may be given, if approved. If a customer wants a sample from an unopened container, the customer is responsible for taking the sample with his/her own adequately trained personnel. The customer is responsible for taking the samples using adequate sampling protocols (e.g., proper PPE, SW846 or equivalent sampling methods, etc.).

C2.10.4.2. The DRMO must provide a Material Safety Data Sheet (MSDS) for hazardous materials. If the sample is a hazardous waste, a waste profile sheet must be provided. Samples of DEMIL-required or B or Q property will only be provided with the approval of DRMS-O in coordination with DRMS-BCD. Sales stipulation: Whenever a sample is furnished to a prospective sales customer, the DRMO must advise that the property is not being sold by sample in accordance with Sale by Reference, Part 1, Condition 2, Condition, and Location of Property, last sentence.

#### C2.10.5. Certification

C2.10.5.1. All customers (i.e. sale, recycler, etc.) physically taking or receiving a sample must sign the following certification:

**Figure 3 - Certification for Taking or Receiving a Sample**

<i>"I _____ (print name) am taking this sample at my own risk and expense. This sample will be handled in accordance with all local, state, federal and/or international laws. "</i>			
<hr/>			
<i>Nomenclature</i>	<i>NSN, if applicable</i>	<i>Qty</i>	<i>IFB and Item Number (if applicable)</i>
<hr/>			
<i>Signature and Date</i>			

C2.10.5.2. This information must be kept in an official file (i.e. Sales IFB folder with the Form 103, recycling folder, etc.)

### C2.11. **Testing Electrical Items**

#### C2.11.1. Restrictions

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C2.11.1.1. Electrical items, regardless of condition, will be tested only by using a device that totally isolates the operator from the equipment and the electrical source. The testing area must be dry and protected from the elements. Before any testing is done, an area should be approved by DES Battle Creek DRMS-W. The following procedures will permit DRMO employees and customers to safely test items:

C2.11.1.2. Limit functional testing of property to common type items such as vehicles, office machines, household/kitchen appliances, hand tools, floor polishers, vacuum cleaners, etc.

C2.11.1.3. Items with Supply Condition Code F or better, and Disposal Code 9 or better may be tested. Items with codes less than these will not be tested. All testing of electrical items must be performed with an approved ground fault circuit interrupter (GFCI), regardless of coding. For installation and use of the GFCI contact, the host/DES Battle Creek DRMS-WH safety specialist.

C2.11.1.4. Neither customers nor DRMO employees will otherwise modify an item so it becomes dangerous to test or operate.

C2.11.1.5. DRMO personnel will be present when customers are conducting the tests to ensure the safety standards are followed.

## **C2.12. Testing Vehicles**

### **C2.12.1. Restrictions**

C2.12.1.1. Let customers attempt to start vehicles that can be safely started; however, vehicles may not be test-driven. To avoid pilferage, maintain strict key control. DRMO personnel should accompany customers when possible; otherwise keys may be loaned to customers in return for their valid driver license.

## **C2.13. Chain Of Command Photos and DRMS Logos**

### **C2.13.1. Photos**

C2.13.1.1. Each Central DRMO/Satellite/RIPL will prominently display chain of command at the public entrance, inside the Central DRMO/Satellite/RIPL.

C2.13.1.2. The DLA/DRMS logo will also be displayed in this area. (Color 8x10 photos of the DRMS logo are available from the *Public Affairs Office* (DRMS-J)).

C2.13.1.3. Protocol for display is highest to lowest, left to right. Each photo will be an 8x10 head shot and displayed in identical frames. Contents of display are as follows, no additional pictures are to be included.

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- C2.13.1.3.1. President of the United States
- C2.13.1.3.2. Secretary of Defense
- C2.13.1.3.3. Director, Defense Logistics Agency
- C2.13.1.3.4. Commander, Defense Reutilization and Marketing Service
- C2.13.1.3.5. Director/Commander, DRMS-O
- C2.13.1.3.6. Forward Support Team
- C2.13.1.3.7. DRMO Chief
- C2.13.1.3.8. Site Manager (as appropriate)

C2.13.1.4. Forward Support Team and DRMO Chiefs are responsible for providing their own photos.

#### C2.13.2. The DLA/DRMS Logo

C2.13.2.1. The logo will also be displayed in this area. (Color 8x10 photos of the DRMS logo are available from the Public Affairs Office (DRMS-J)).

### C2.14. **Telecommunications Support**

#### C2.14.1. Requirements

C2.14.1.1. DRMS Telecommunications management specialists will provide DRMO technical assistance to evaluate telecommunications for regular and special requirements such as:

- C2.14.1.1.1. Public Address Systems
- C2.14.1.1.2. Administrative Radio Systems
- C2.14.1.1.3. Radio Frequencies
- C2.14.1.1.4. Paging Systems
- C2.14.1.1.5. DSN service
- C2.14.1.1.6. Cell Phone equipment and service
- C2.14.1.1.7. Calling Cards
- C2.14.1.1.8. Video Conferencing
- C2.14.1.1.9. Net meeting service
- C2.14.1.1.10. ETN/NIPR Lease circuit requirements
- C2.14.1.1.11. Hardware infrastructure - initial and upgrades

#### C2.14.2. Administrative Visits

C2.14.2.1. Telecommunications management specialists will periodically visit DRMOs for the purpose of reviewing telecommunications costs and upgrading equipment.

#### C2.14.3. Long Distance Telephone Service

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C2.14.3.1. Use of distance telephone services is outlined in the DLSC-D 4640.1.

C2.14.3.2. Make most long distance telephone calls to all DOD activities using the DSN system. Make most calls to non-DOD and other activities not having DSN service using Federal Telephone System (FTS). If the DSN and FTS long distance telephone services are not available, or when urgent conditions preclude their use, make long distance commercial toll calls. Make such calls direct-distance-dialed station-to-station if possible.

C2.14.3.2.1. The DRMS Telecommunications Control Officer validates FTS and cell phone charges.

C2.14.3.2.2. The DTS Approving Officer is to require the traveler to provide a telephone report with his/her travel voucher, if/when charging local/long distance charges to his voucher.

C2.14.4. DRMOs are responsible for

C2.14.4.1. Ensuring that only authorized official telephone calls are made using Government telephone facilities that the duration of all telephone calls is kept to a minimum, and that commercial toll calls are made only under conditions listed in paragraph C2.14.3.2. above.

C2.14.4.2. Maintaining a record on DLA Form 633 of all commercial long distance toll calls to reconcile charges and confirm necessity.

**C2.15. Facilities, Equipment and Supplies**

C2.15.1. Physical Facilities

C2.15.1.1. The provisions of physical facilities, their maintenance and improvement, and their layout are integral parts of operations and management of the DES Battle Creek Engineering/Equipment Services (DRMS-WRI). Program for facility deficiencies (see DRMS-I 4270.1, Facilities Improvement Programs, 16 Jan 97 and DRMS-I 4270.2, Facilities Management, 16 Jan 97, for specific guidance). DRMS-WRI will ensure that the management, including maintenance and repair, of facilities occupied by their field activities under Inter Service Agreements (ISAs) is according to applicable directives.

C2.15.1.2. Report facilities identified as being inconsistent with Occupational Safety and Health Act (OSHA) Standards (see DLAD 5025.30, DLA One Book, Safety).

C2.15.1.3. DRMS will not plan for the construction of storage tanks as part of the conforming storage program. Further, DRMS activities will not be involved with operation of

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storage tanks that hold material for disposal. DRMS will provide "in place" processing of contents of storage tanks, as has been done historically, when the contents are a DRMS responsibility (see DOD 4160.21-M, Chapter 10, for specific guidance).

C2.15.1.4. DRMO Central will plan its and the assigned Satellites layout to facilitate safe, systematic and orderly flow of property (e.g., individual workstations, and placing material at a working height off the floor). Adapt the facilities and equipment to best suit the physical layout based on the types of property received (e.g., portable receiving stations, holding areas for receiving, trouble items). See DRMO Model Layout, Section 4, Supplement 1, General Operations Guidance, Enclosure 6, Attachment 1.

#### C2.15.2. Facilities Planograph

C2.15.2.1. Planographs are scale drawings of storage areas (open and covered). DRMO Central will prepare a floor plan for its facility and its assigned Satellite DRMOs. Indicate all permanently allocated space (e.g., support columns, offices and washrooms). This plan will be developed into a warehouse planograph and displayed prominently. Section 4, Supplement 1, General Operations Guidance, Enclosure 6, Attachment 2.

C2.15.2.2. Prepare the planograph to store property by considering and identifying the following areas:

- C2.15.2.2.1. Receiving
- C2.15.2.2.2. Processing
- C2.15.2.2.3. Backlog
- C2.15.2.2.4. Batchlotting
- C2.15.2.2.5. Trouble Items/Rejected Items awaiting pick-up
- C2.15.2.2.6. Storage
- C2.15.2.2.7. RTD
- C2.15.2.2.8. Sales/Commercial Venture, when appropriate
- C2.15.2.2.9. Hazardous
- C2.15.2.2.10. Demanufacturing
- C2.15.2.2.11. Pilferable/Sensitive
- C2.15.2.2.12. Demilitarization Challenges
- C2.15.2.2.13. Property requiring Demilitarization
- C2.15.2.2.14. Special Interest Programs
- C2.15.2.2.15. Foreign Military Sales
- C2.15.2.2.16. Scrap
  - C2.15.2.2.16.1 Bin
  - C2.15.2.2.16.2 Bulk

#### C2.15.3. Location Numbering System

C2.15.3.1. The location numbering system is a combination that identifies the

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location of property, i.e., C020426B4. Section 4, Supplement 1, General Operations, Enclosure 5, Attachment 7.

C2.15.3.2. Inside location numbering system. Determine the storage aid requirements at the DRMO prior to the final drawing of a planograph. Property will normally be placed in racks permitting two or three levels of storage, if load-bearing capacity of floors, environmental concerns and safety regulations permit. Adjust the requirements any time increased space use can be achieved. Make every effort to assure adequate visibility of property. See Section 4, Supplement 1, General Operations Guidance, Enclosure 6, Attachments 3-6.

C2.15.3.3. The pattern consists of two alpha/numeric characters to identify the site location separated by a space and nine alpha/numeric characters to identify the storage location in the second group. See Section 4, Supplement 1, General Operations Guidance, Enclosure 6, Attachment 6.

C2.15.3.3.1. All nine characters of the storage location may not be required for certain types of property. One example is a machine stored in the bulk storage area. The location is identified by the first seven characters (building, bay, aisle and stack) of the location number. The remaining two characters (level and compartment) are not needed for bulk storage.

**NOTE:** Warehouseman: note the location of the property being placed into storage, with the exception of property being placed in a batchlot in block 10 of the DD Form 1348-1A. That storage location is subsequently input to the property accounting system. The location is reflected in various output products.

C2.15.3.4. Outside location number system

C2.15.3.5. Striping and Numbering Techniques. See Section 4, Supplement 1, General Operations Guidance, Enclosure 6, Attachment 7.

C2.15.3.6. Alternative Striping Technique. T-shaped grid perimeter markings may be utilized in bulk storage areas where justifiable by local conditions and approved by the FST manager. See Section 4, Supplement 1, General Operations Guidance, Enclosure 6, Attachment 8.

C2.15.3.7. Place barcode storage location label on each location. For each location, use a pattern that permits immediate recognition of the specific storage site.

C2.15.3.8. Mark the warehouse and open storage areas to identify storage locations, as shown on the planograph. Identify the locations by striping and numbering the storage areas (warehouse floor or improved open storage) as reflected on the planograph. See Section 4, Supplement 1, General Operations, Enclosure 5, Attachment 7 for techniques for striping improved (surfaced) storage areas and numbering both improved

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and unimproved storage areas. Make all warehouses floor markings according this chapter and DLAD 5025.30.

C2.15.3.9. Each storage location must have a description pattern that will permit immediate recognition of the specific site. As the planographs are drawn, establish the location numbering pattern.

C2.15.3.10. The following storage location numbering identification pattern will be drawn on the planographs. Identify each building within the DRMO facility's layout with an alpha character "A" through "K" as needed. The letter "L" may not be used for identifying a building or area.

C2.15.3.10.1. Identify all outside storage areas with an alpha character "M" through "Z" as needed.

C2.15.3.10.2. Identify each bay of a building and each section of an outside area with a numerical character "01" through "99" as needed. Begin numbering the bays of a building or sections of an outside area left to right, or bottom to top, in consecutive order.

C2.15.3.10.3. Identify each working (cross) aisle within each bay or section with a numerical character "01" through "99." Working aisles are those from where material is placed into and removed from storage. Working aisles are of two types" transportation aisles, running the length of the building; and cross aisles, running across the building. Begin numbering "01" each cross aisle in each bay or section, and continue in consecutive order left to right or bottom to top of the planograph.

**NOTE:** Main aisles are not numbered unless they are also working aisles.

C2.15.3.10.4. Identify each stack on a working aisle with a numerical character, "01" through "99" as needed. All odd stack numbers, i.e., "01, 03, 05" will be on the right side of the aisle. All even stack numbers, i.e., "02, 04, 06" will be on the left side of the aisle. Begin numbering stacks left to right or bottom to top, as shown in the drawing on the following pages.

#### C2.15.4. Signage

C2.15.4.1. Visual identification of the DRMOs is very important to customers. Faded, peeling, and sloppy signs should be repaired or replaced. Assure that subject signs are as follows:

C2.15.4.1.1. Compatible with the architecture (i.e. size, color, configuration) of the host installation signage system. The idea is that our signage should not look any different than the hosts'. Many installations no longer use emblems on their signage due to cost considerations and to reduce confusion to the passing motorist during the brief time they

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have to assimilate the information while driving past signs.

C2.15.4.1.2. If the host no longer uses emblems, then we shouldn't use any either. If host signage still uses emblems, then ascertain what height in inches their standard allows.

C2.15.4.2. Elements for subject sign are DRMO name, DRMS emblem, and building number.

C2.15.4.3. For DRMOs located on a DLA installation, the DRMO name is predominate in size on the sign.

C2.15.4.4. Locate the sign adjacent to or in the vicinity of the DRMO Administration office.

C2.15.4.5. Only one sign per site. Identification signs of this size and detail are not to be located at remote areas. Smaller size signs, without the DRMS emblem, could be considered in those cases.

**NOTE:** If a DRMS emblem is required for subject sign, request it via e-mail addressed to [DRMS EMBLEMS](#). Include the quantity as well as the height in inches, required by the host standard. The emblems are centrally ordered and distributed by DES Battle Creek, DRMS-W.

#### C2.15.5. Weigh Scales

##### C2.15.5.1. Truck Scales

C2.15.5.1.1. DRMOs will arrange inspections of platform, truck, and railroad scales at a frequency not less than annually and more often if required by State and local laws. A record shall be maintained of visits by qualified inspectors showing the date of the visit, and where appropriate, action taken to correct the accuracy of the scales. DRMOs will initiate the action to obtain the services of a qualified scale inspector, and to request repair action when needed.

C2.15.5.1.2. Weighing Scrap at Receipt. Weigh scrap at time of physical receipt in the DRMO using DRMS Form 146, an electronic weigh ticket or the DTID.

C2.15.5.1.3. Estimated weights may be used. The official direction for estimating scrap weights, when scales are unavailable is located in DOD 4160.21-M, Chapter 3, Scrap Accounting. If scales are not available for weighing receipts of scrap, notify the Forward Support Team of the situation. The FST should notify the DRMS-O Facilitator of the problem, who will determine, in conjunction with the FST, whether to involve the DRMS-W in considering procurement of a weigh scale.

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C2.15.5.1.4. Dispositions of scrap for sale, demanufacturing, etc. Scrap must be weighed to provide accurate accounting and reconciliation with the accountable record.

C2.15.5.1.5. Variations should not exceed 25 percent for property processed by the ton, and 10 percent for property processed by the pound. Overages and underages will be processed in accordance with Section 4, Supplement 2, Property Accounting Enclosure 1 - Criteria, Documentation and Approval Levels for Adjustments and Corrections to the Accountable Record.

C2.15.5.1.6. To reduce potential for compromise of tonnage/pounds weighed, do not accept contractor-provided weight tickets. Request weight tickets be mailed or faxed directly from the commercial scale house to the DRMO.

#### C2.15.6. Precious Metals Scales

C2.15.6.1. Obtain calibration of gram scales used to weigh V-coded SCLs from a certifying authority whenever the scale is suspected of not weighing correctly. Calibrate scales at least once every 12 months. For the purposes of this paragraph, calibration is defined as any method or technique utilized by a certifying authority to check a scale's accuracy. Maintain records of the calibration in the DRMO files.

C2.15.6.2. Accomplish calibration of the Ohaus Scale Corporation Model 1119D in use at most DRMOs as follows:

C2.15.6.3. Test the accuracy of scale operation by verification of zero-balance capability and comparison of scale counterweights to manufacturer's specified weights on a quarterly basis. Conduct and document this test with use of DRMS Form 1727, Ohaus Scale Testing Verification (Model 1119 D).

C2.15.6.4. Include as a minimum, calibration certification of the scale counterweights by a certifying authority.

C2.15.6.5. Coordinate the method or technique acceptable for calibration of other gram scales in use at DRMOs with DRMS-W equipment specialist.

C2.15.6.6. Certify and calibrate scales and weights according to state and/or local regulations.

#### C2.15.7. Vehicles

C2.15.7.1. DRMS-O and their field activities are users of administrative use motor vehicles on an "as required" basis under inter-service or inter-agency agreement and allowances will not be established. Authority for rental on a continuing basis is not delegated to DRMS-O; however, they may authorize rental of vehicles on a one-trip basis.

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C2.15.7.2. Basic policies and procedures to be followed by DRMS-O are prescribed in Joint Travel Regulation (JTR), Volume 2, and DOD 4500.36-R, Management, Acquisition and Use of Motor Vehicles. See the following JTR paragraphs: C6I0I Temporary Duty Status; C6I57 Use of Privately Owned Automobile in Lieu of Government-Owned Automobile for Temporary Duty Travel; and C8200 Mileage Allowances (see DLAR 5000.1, Travel, 6 Dec 88).

C2.15.7.3. Establish approved requirements according to this instruction for host activity motor vehicle services on recurring dispatch (full-time use) when negotiating or reviewing administrative and logistic support agreements. DRMS-O contacts with GSA are restricted to obtaining rates and determining availability of vehicles until such time as rental has been approved by the DES Battle Creek DRMS-W. Full-time-use vehicles are considered only after all criteria established in DOD 4500.36-R fail to satisfy transportation requirements. When it has been determined that rental authority is necessary to provide adequate and economical transportation, submit requests to DES Battle Creek DRMS-W for approval.

C2.15.7.4. Work to home/home to work use of Government owned vehicles, including situations immediately before or after temporary duty, is not authorized for DLA employees without the approval of the Secretary of Defense (see DOD 4500.36-R, Chapter 4).

#### C2.15.8. Property Accountability and Responsibility (DRMS-Owned Property)

C2.15.8.1. Each DRMS field activity is responsible for the safeguarding and proper use of accountable property within their control.

C2.15.8.2. There are two types of inventory listings. These include the DPAS Hand Receipt listing and the DRMO local inventory listing.

C2.15.8.2.1. The DRMS Property Book is the entire collection of all the accountable property for DRMS combined. The hand receipts are just portions of what makes up the entire property book. The DRMS Property Book will consist of all property valued at \$5,000 and over (including IT), plus the following, regardless of cost:

- C2.15.8.2.1.1 Laptop computers
- C2.15.8.2.1.2 Camcorders
- C2.15.8.2.1.3 Cellular phones
- C2.15.8.2.1.4 Credit card printers/readers
- C2.15.8.2.1.5 Bar code scanners and printers
- C2.15.8.2.1.6 Fax machines
- C2.15.8.2.1.7 Copiers
- C2.15.8.2.1.8 All firearms

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C2.15.8.2.2. The DRMS Property Book also consists of all facilities. These facilities are identified in the following categories:

- C2.15.8.2.2.1 General warehouse
- C2.15.8.2.2.2 Conforming storage
- C2.15.8.2.2.3 Administrative
- C2.15.8.2.2.4 MHE shed
- C2.15.8.2.2.5 Open unpaved storage
- C2.15.8.2.2.6 Open paved storage
- C2.15.8.2.2.7 Open covered storage
- C2.15.8.2.2.8 Security fencing
- C2.15.8.2.2.9 Security lighting
- C2.15.8.2.2.10 Parking lots
- C2.15.8.2.2.11 Liquid storage
- C2.15.8.2.2.12 Scrap bins, etc.

C2.15.8.3. The DRMO local inventory will consist of all government owned assets that are in the DRMO possession valued below \$5,000, which is not listed on the DRMS Hand Receipt Listing. Any equipment may be listed in quantity vs. individually, i.e. 23 each 2 cu yd hoppers, 23 desk chairs, 28 modems, 4 microwaves, 7 refrigerators. This inventory listing must be presented to the APOR who is conducting an on-site inventory, or returned with annual inventory validation.

C2.15.8.4. In compliance with DLAM 5335.1 and DLAD 4160.9, the DRMS Property Book Officer (PBO) is delegated to appoint each DRMO Central Chief as the Accountable Property Officer Representative (APOR) for their assigned DRMO, Satellites and RIPLs. This authority cannot be delegated.

C2.15.8.4.1. The Central DRMO Chief in turn will appoint a Hand Receipt Holder (HRH) and alternate (AHRH), and forward a copy of the Memorandum for Record and signature card (DD Form 577) to:

DES Battle Creek, DRMS-W  
ATTN: APM/APO  
74 Washington Avenue North  
Battle Creek, Michigan 49016-3092

A signature card is also required for the Central DRMO Chief. The DRMO APOR has restricted authority to approve equipment transactions affecting his/her local internal inventory listing only. The DRMO APOR may only approve pickup, turn-in and transfer of equipment on his/her local inventory list and this list must be maintained with complete accuracy and audit trail (document register). This authority does not include major Information Technology (IT) hardware.

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**C2.15.9. Hand Receipt Holder (HRH)**

C2.15.9.1. Sign the hand receipt and assume responsibility for property on their hand receipt account.

C2.15.9.2. Maintain a record (hand receipt file) and supporting documentation of all property assigned to the activity.

C2.15.9.3. Maintain a local DRMO property listing with supporting documentation for all minor-non-expendable assets that is not accountable for on the hand receipt.

C2.15.9.4. Maintain a copy of the last signed inventory and an audit trail of addition and deletion transactions affecting the hand receipt file.

C2.15.9.5. Conduct a 100 percent joint physical inventory of DRMS-owned property annually or as requested by the PBO. Validate, sign and return the annual inventory received from the DRMS PBO.

C2.15.9.6. Conduct a 100 percent physical inventory of DRMS-owned property when there is a change of hand receipt holder or alternate. Validate, sign and return the annual inventory received from the DRMS PBO.

C2.15.9.7. Do not transfer accountable property between hand receipt holds without prior approval of the DRMS PBO.

C2.15.9.8. Ensure all assets are listed on the DRMS Hand Receipt and that the information is correct.

C2.15.9.9. Use the DRMO DODAAC to withdraw and turn-in equipment not controlled by the DRMO PBO. Do not, at any time, withdraw or turn-in accountable property from the disposal account without prior approval of the PBO.

C2.15.9.10. Submit requests for credit card purchases over and above the authorized limit, in memorandum format for approval. Document authorization number of the PBO. Send the PBO confirmation receipt/information within 3 business days of purchase.

C2.15.9.11. Do not exchange/replace or sell any DRMS/DRMO property without prior notification and approval of the PBO. This must be done in accordance with public law, Title 41, Public Contracts and Property Management, Chapter 101.

C2.15.9.12. Submit requests (DD Form 1349-1A/2) to the DRMS PBO for approval to withdraw equipment from the disposal account, and ensure it is added to the hand receipt

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account.

C2.15.9.13. Submit for approval of the DRMS PBO DD Form 1348-1A/2 for turn-in of excess and unserviceable equipment.

C2.15.9.14. Establish and maintain a control register and a suspense file of all equipment transactions (requests, turn-ins, inventory adjustments and investigations).

C2.15.9.15. Maintain locator records for effective control of equipment.

C2.15.9.16. Ensure that all property is properly identified.

C2.15.9.17. Report any loss or damage of accountable property to the DRMS PBO according to DLAR 7500.1. Use DD Form 200.

C2.15.9.18. Safeguard property and report missing items to the DRMS PBO.

C2.15.9.19. Report all MHE that is excess to operational needs to DES Battle Creek DRMS-W.

**NOTE:** For detailed instructions of DRMS-owned equipment accountability, refer to Property Accountability Procedures for DRMS/DRMS Overhead Operating Equipment Desk Top Reference, located on the DRMS internal Comptroller website.

#### C2.15.10. Equipment Management

C2.15.10.1. DLAD 5025.30, DLA One Book, Support Equipment Acquisition Process, provides guidance for the effective management of all DRMS operating equipment, as implemented. Equipment data is reported monthly through the EMAC system.

C2.15.10.2. Do not transfer property that is in a DRMO Disposal Inventory account to the DRMO operating account using a hand receipt. A requisition (DD Form 1348-1A/2) must be processed by the DRMS PBO. The DRMS PBO will obtain DRMS-O, DRMS-RB and DES Battle Creek DRMS-W concurrence prior to approval.

C2.15.10.3. Do not issue property on either the inventory or operating account of the DRMO for personal use by any DRMO employee.

C2.15.10.4. Submit operating equipment requirements (with justifications) to DES Battle Creek DRMS-W for review and authorization.

C2.15.10.5. Submit equipment requiring HQ DLA approval and/or funding requirements according to DLAD 4500.36 and DLAI 4500.36. Report equipment required

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by OSHA Standards and equipment on hand, not in conformance with OSHA Standards, according to DLAD 5025.30.

C2.15.10.6. Submit PMRP equipment requirements (with justifications) to DRMS-O according to Section 2, Chapter 7 - Scrap.

C2.15.10.7. Provide a written estimate to DES Battle Creek DRMS-W of MHE repairs in excess of \$2,500. A fund citation will be provided with approvals. The DRMO is required to provide the DES Battle Creek DRMS-W Resource Analyst a copy of the repair invoice within 3 days of purchase.

C2.15.10.8. For repairs \$2,500 and below, the DRMO is authorized to utilize the GPC card. See this chapter, C2.16.

**NOTE:** DRMOs must supply DES Battle Creek DRMS-W with a detailed list of repairs and costs for minor repairs (\$2,500 and below) for input into EMACs.

C2.15.10.9. Requests for unfunded repair requirements must be coordinated with DES Battle Creek DRMS-W for payment consideration.

C2.15.11. Requisitioning and Disposing of Minor (non-controlled) Equipment

C2.15.11.1. DRMO Central will determine the need for additional/replacement of non-controlled equipment or identify equipment excess to the DRMO requirement (see DLAD 4500.36 and DLA 4500.36). If additional/replacement equipment is required:

C2.15.11.2. Prepare 3 copies of DLA Form 1312; submit one copy of the request to DRMS-R (Office of Comptroller), and one copy along with other documentation to DRMS-RB.

C2.15.11.2.1. File copy in suspense pending receipt of approval/disapproval.

C2.15.11.2.2. If equipment is identified as excess to DRMO needs

C2.15.11.2.2.1 Prepare DD Form 1348-1A and forward to directed by DRMS-RB.

C2.15.11.2.3. File a suspense copy pending receipt of approval/disapproval.

C2.15.11.3. If GPC card is to be used, use established procedures or call the DRMS Accountable Property Manager, DSN 661-7222.

C2.15.12. Requisitioning Minor Equipment through Host Base Supply Officer

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C2.15.12.1. DRMO Central will coordinate with host base supply to determine local ordering procedures and to ascertain availability and access to GSA catalogs and Federal Supply Schedule.

C2.15.12.2. Coordinate with host finance and accounting office to determine procedures for local fund certification on order documents.

C2.15.12.3. Negotiate applicable ISAs.

C2.15.12.4. Research GSA catalogs and Federal Supply Schedule for required equipment and request minor equipment, with a line item value of less than \$5,000, according to host base supply office procedures.

C2.15.12.5. Review and consolidate equipment requirements including any unfunded equipment requests from previous year.

C2.15.12.6. Develop DRMO funding authorization levels.

C2.15.12.7. Provide funding levels to DRMS-RB for inclusion in budget data call and distribution for the following fiscal year.

C2.15.12.8. Provide funding authority, to include appropriate object class (see DLAD 4500.36) to host finance office.

C2.15.12.9. Host will forward info copy of fund certification to DRMO Chief.

C2.15.12.10. Requisition minor equipment/supplies using fund certification provided.

C2.15.12.11. Submit a copy of all equipment receiving documentation to base supply office upon receipt to clear their document requester and a copy to the DRMS Accountable Property Manager/Accountable Property Officer.

C2.15.12.12. Maintain accountability of the equipment according to DRMS-RB policies.

C2.15.12.13. Confirm charges with 500E ISA report and submit a monthly funds status report to DRMS-R no later than the 5th working day of the month.

C2.15.12.14. Forward information copy of funds status report, submitted by the DRMO to DRMS-R.

C2.15.12.15. Review monthly information copy of Funds Status Report from DRMS-R to ensure that minor equipment requests are within the guidelines established by this procedure.

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C2.15.12.15.1. Do not exceed funding authority without prior coordination and approval from DRMS-R.

## C2.16. Government-wide Purchase Card (GPC)

### C2.16.1. Primary Method

C2.16.1.1. Government-wide Purchase cards are the primary method for purchasing supplies, equipment, furniture and other items needed at the DRMO and at HQ DRMS. These cards are issued through US Bank. See DLAD 5025.30 (DLA Government Purchase Card Program in the One Book).

C2.16.1.2. Only approved employees are allowed to become Government Purchase cardholders. The DRMO Chief or supervisor nominates the candidates to HQ and the employees are required to successfully complete testing requirements before it becomes official.

C2.16.1.3. Types of purchases that can be made with the Government Purchase card:

- C2.16.1.3.1. Paper, pens, toner, mouse pads
- C2.16.1.3.2. Refrigerators, microwaves, coffee pots (with prior approval)
- C2.16.1.3.3. Office furniture and equipment (chairs, fax machines)
- C2.16.1.3.4. Promotional Items (kept at a certain dollar limit)
- C2.16.1.3.5. Safety shoes, safety glasses

C2.16.1.4. There are many benefits of using a Government Purchase card:

- C2.16.1.4.1. On-line purchases
- C2.16.1.4.2. Purchase items by telephone or over the counter
- C2.16.1.4.3. Quick payment produces quarterly rebates
- C2.16.1.4.4. Cap on spending limits, which limits cardholder's authority

**NOTE:** Government Purchase card procurement of non-expendable equipment must have an authorization/requisition document number assigned by the DRMS APO before procurement can be made.

C2.16.1.5. Purchases other than routine office supplies must have written pre-approval one level above the individual requesting the supply/service. If the purchase is for the first line supervisor, the individual does not require higher approval.

C2.16.1.6. Web sites associated with the GPC card: [GPC Card](#) - Click on Yellow

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“Training” Tab, then choose “Procurement” under Training.

## C2.17. Packaging, Crating and Handling (PC&H)

### C2.17.1. Procedures

C2.17.1.1. PC&H will be completed by the DRMO as required in most cases. If PC&H cannot be completed by the DRMO, for example, when property is received in-place, payments will be made in accordance with established ISSA or by DRMS MIPRs. In those cases, Central/Satellite DRMOs should contact DRMS-RB to arrange for issuance of a MIPR.

C2.17.1.2. Central/Satellite DRMO personnel are encouraged to pack, crate and load authorized DOD requisitioner's property at no charge, when they possess the proper equipment, are properly trained for the task and can accomplish the task safely. However, Central/Satellite DRMO personnel should not block, brace, tie-down or otherwise secure the load to the vehicle.

C2.17.1.3. While DRMS is authorized to recover packing, crating and loading costs from requisitioner's not authorized to use the DRMS fund citation, common sense in billing customers should prevail. If the administrative cost of billing the requisitioner is likely to exceed the recovery, do not bill the requisitioner.

## C2.18. Transportation

### C2.18.1. Program Cost Codes

C2.18.1.1. Program Cost Codes. DRMS funds transportation for the following types of property: reutilization, P521.01; CV sales, P534.03; DEMIL, P562.01; precious metals, P582.02 Central/Satellite DRMO to Central/Satellite DRMO transfer of DRMS owned property, P551.01; Humanitarian Assistance Program, P521.03.

C2.18.1.2. Central/Satellite DRMOs are responsible to ensure the correct program cost code is used for the billing of transportation charges. Operational questions should be addressed to DRMS-O.

**NOTE:** The use of the centralized fund citation relieves the Central/Satellite DRMO from assuming the cost of transportation as an operating expense. Any other payment form will most likely result in the Central/Satellite DRMO account being charged for transportation.

C2.18.1.3. Special attention should be focused on the probable usable life of property shipped. Generally, the condition code annotated at turn-in is a benchmark indicator; but Central/Satellite DRMO personnel should rely on experience and common

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sense to determine if the listed condition code is accurate and render transportation funding decisions accordingly.

C2.18.1.4. When shipping property for various requirements, decisions will be required on the appropriate transportation method. The priority of the requisition, the location of the property, and the destination of the shipment are all factors in determining transportation modes. The most cost-effective mode of transportation will be used. All arrangements for transportation will be accomplished by the defense depot or local transportation office.

C2.18.1.5. When property is requisitioned through a military service ASO, DRMS is responsible for payment of transportation costs. This includes Army, Navy, Marine, Air Force, all Defense agencies, MARS, CAP, DOD contractors and MWRA.

**NOTE :** When a MWRA submits a requisition through a military accountable property officer, DRMS must pay transportation cost. However, if the MWRA requisitions property directly from a Central/Satellite DRMO, the MWRA is responsible for payment of transportation costs and must provide a fund citation prior to shipment of the property.

C2.18.1.6. Transportation for property requiring shipment by organizations not authorized use of the DRMS fund citation (federal agencies and donees) and must be funded by the receiving agency or unit. When an organization not authorized DRMS transportation funding requests shipment of property, Central/Satellite DRMOs should secure the agency or unit's fund citation. Complete the 'ship to' and 'bill to' addresses on the requisition and forward a cost of the requisition with the property to the host's transportation office. Inform the transportation office to follow billing instructions provided by DRMS.

C2.18.1.7. LESO customers are responsible for removing or making arrangements for shipment. Provide a copy of the DD Form 1348-1A and GBL information to the applicable LESO when shipment is complete.

C2.18.1.8. For property received in place, not stored at the DRMO, arrange transportation from the property's location not the DRMO. Notify the property custodian of the shipment details to include shipping date, carrier, and required documentation. The property custodian will ensure that all documents are attached to the property and sign for release to carrier for shipment.

C2.18.1.9. For Small Arms Serialized Weapons and/or parts, DRMOs should provide shipment location (Crane or Anniston storage facilities) and instructions to generating activities. The Military Service/Defense Agency generally pays to ship these weapons/parts to Crane or Anniston. DRMS-O must approve requests when the DRMO believes DRMS should pay the cost.

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C2.18.1.10. DRMOs overseas may use the APO/FPO system if it meets their requirements.

C2.18.1.11. DRMOs should attempt to arrange for no cost or low cost transportation whenever possible. Examples of no cost or low cost transportation are organic (in-house) transportation services provided by National Guard or reserve units and unit pick-up. Walk-in customers should pick-up their property. Customer must sign as having received the requisition. See Section 2, Chapter 5 for detailed instructions.

C2.18.1.12. DRMOs may deliver the property to the local transportation office for shipment or arrange for pick-up. This depends on the capabilities of the DRMO, size of the property, type of property (HP), amount of property and location of property.

C2.18.1.13. DRMS will review all transportation billings monthly to ensure that all transportation charges are billed to the correct fund citation. Discrepancies will be corrected by DRMS-O.

C2.18.1.14. DRMOs are required to submit a monthly report to DRMS-O detailing transportation activity and cost; but DRMOs should maintain a record of transportation usage.

#### C2.18.2. Reutilization

C2.18.2.1. Prudence in ordering transportation services benefits both DRMS and our customers. While DRMS directly funds transportation costs associated with reutilized property, reutilization customers should be reminded that yearly Service Level Billings (SLB) recoup these costs. In other words, while individual units do not pay for reutilization transportation, their Service is billed.

##### C2.18.2.2. Procedures

C2.18.2.2.1. Locate property and match it against the requisition. See Section 2, Chapter 5.

C2.18.2.2.2. DRMOs shall interrogate DAISY to ensure that like property in like or better condition is not available closer to the requisitioner. See Section 2, Chapter 5 - Reutilization (RTD).

C2.18.2.2.3. Transportation costs that exceed \$500 do not require approval by the DRMO Chief. Document and obtain approvals on the DRMS Form 1836

C2.18.2.2.4. Approvals of shipments over 10,000 pounds or target practice will be approved by the DRMS-Transportation Officer. Document and obtain approvals on the DRMS

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Form 1836.

C2.18.2.2.5. Transport property or arrange for the transportation. Provide the required number of copies of the requisition to the transportation office. Ensure the correct fund citation is listed on the Requisition.

C2.18.3. Sales Shipments

C2.18.3.1. All surplus RCP sales property will be transported to the Commercial Venture contractor's locations at DRMS expense. Materiel will be turned over to the local transportation office or defense depot for shipment.

C2.18.3.2. RCPs will only ship to one of the two CV contractors' warehouses as directed by the Sales Contracting Officer.

C2.18.3.3. RCPs will ensure that the correct line of accounting is annotated on the DD Form 1348-1A/2 for RCP property.

C2.18.4. Precious Metals

Also see Section 4, Supplement 2 - Scrap Program Enclosures 1 through 6.

C2.18.4.1. The Precious Metals Recovery Program reimburses DRMS for costs incurred to recover precious metals. All transportation costs, including expedited parcel post shipments are funded by DRMS.

C2.18.4.2. Precious metals will be held on site for PM contractor pick-up as directed by DRMS-BCP. Requests for PM shipments must be forwarded to DRMS-BCP for approval.

C2.18.4.2.1. All PM in Europe will be shipped to DRMO Jacksonville, FL., as directed by precious metals shipping matrix in Section 4, Supplement 2 - Enclosure 6 - *Shipping Instruction for Precious Metals Bearing SCLs*.

C2.18.4.2.2. All PM in the Pacific Theatre will be shipped to DRMO Lewis, WA., as directed by the precious metals shipping matrix in Section 4, Supplement 2 - Enclosure 6 - *Shipping Instruction for Precious Metals Bearing SCLs*.

C2.18.4.2.3. Generating Activities may be requested to ship PM directly to a designated collection site or DRMO and a fund cite will be provided (as directed by DRMS-BCP).

C2.18.4.3. Property approved for shipment will have transportation cost charged to the PM fund cite. The DRMS PM fund cite is monitored by DRMS-BA.

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C2.18.4.4. Forward copies (signed for by the transportation office) of all DD Forms 13481A/2 and shipment documents to the destination DRMO.

C2.18.4.4.1. For shipment receipt validation, the SLH/SLI procedures apply.

C2.18.5. Hazardous Property

C2.18.5.1. If a requisition for hazardous property/waste is received, DRMS may fund transportation if the cost of the shipment is equal to, or less than, the cost of ultimate disposal. All cost comparisons should be documented on the DRMS Form 1836, regardless of the weight or intended use.

C2.18.5.2. If a request for HP is communicated to the DRMO by a donee or a transferee, but a requisition is never submitted, DRMS may consider paying transportation costs if the sale is unsuccessful and the cost of transportation is equal to or less than the disposal cost.

C2.18.5.2.1. Procedure for non-DOD customers:

C2.18.5.2.1.1 After reutilization and sale attempts are unsuccessful Central/Satellite DRMOs may contact potential customers to see if they are still interested, can provide their own transportation, and if so, offer the hazardous property to them.

C2.18.5.2.1.2 If the customer cannot provide transportation, DRMOs must contact DRMS-O and provide written cost/benefit information. DRMS-O must approve the shipment at DRMS cost.

C2.18.5.2.1.3 If the customer can provide transportation but requests reimbursement, the DRMO must obtain prior approval from DRMS-O.

C2.18.5.2.1.4 The billing charges must be submitted to the Central/Satellite DRMO. The Central DRMO Chief should forward the bill, with the justifications attached, to DRMS-RF for payment. If required, verification will be made with the Transportation Officer, DRMS-BA.

C2.18.6. Shipments to DEMIL Centers

C2.18.6.1. DRMS funds transportation costs for the shipment of DEMIL property to DEMIL Centers. The DEMIL fund citation will be used for transportation charges.

C2.18.6.2. DRMOs will contact the local transportation office to coordinate shipment of DEMIL property to DEMIL Centers. This includes property located at the DRMO and property received in-place.

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C2.18.6.2.1. For oversized property, i.e., aircraft, tanks, etc., DRMOs will obtain prior approval for shipment from DRMS-O.

**C2.18.7. Medical Items**

C2.18.7.1. Property will be prepared and turned over for movement as requested.

C2.18.7.2. Central/Satellite DRMO should use the HAP line of accounting for payment of all transportation charges unless directed differently by DRMS-O.

C2.18.7.3. For shipments of property located in DRMS Operations (DRMS-O) the GSA signature on the SF 122/123, required by the 41 CFR, Chapter 101, will serve as authorization to release medical devices to transfer and donations customers.

C2.18.7.4. GSA has no authority for OCONUS DRMOs receiving FEPP.

**C2.18.8. Shipments from DRMO to DRMO**

C2.18.8.1. RIPLs and Satellites shipping to Central Satellites will use the correct program cost code. See Section 2, Chapter 1 - Logistics Program. This cost code will also be used for special projects (i.e., DRMS or higher directed issues, such as IR Property) and consolidation shipments (i.e., non-BRAC storage impacts, etc).

**C2.18.8.1.1. DRMO Equipment Movement**

C2.18.8.1.1.1 When a requirement exists to ship DRMS operating equipment/property from one DRMO to another, the DRMO shipping the equipment/property will contact the local Traffic Management Office (TMO) and request a transportation cost estimate. Submit a written request for transportation funding along with the estimated cost to transport to DES Battle Creek DRMS-W. Take the written authorization, the appropriate fund citation and the dollar amount allocated for that shipment provided by DES Battle Creek DRMS-W to the servicing TMO with the shipment request.

C2.18.8.1.1.2 The DRMO will file a copy of the DD Form 1348-1/1A and the Government Bill of Lading (GBL) or Commercial Bill of Lading (CBL).

**C2.18.9. Misshipments**

C2.18.9.1. Occasionally, unique transportation requests arise for which DRMS may fund transportation. An example would be rectifying a mistake that occurred during the sales process. Once the facts of the discrepancy have been obtained, reviewed and approved by the appropriate office, forward the information to DRMS-O for action. These requests for transportation funding must be approved by DRMS-O.

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C2.18.9.1.1. DRMS-O will provide the shipping or disposition instructions and line of accounting.

C2.18.9.1.1.1 Once the instructions for re-shipment have been obtained, the DRMO will contact the local transportation office to arrange movement.

C2.18.9.1.1.2 Validation for shipment may be obtained, if required.

#### C2.18.10. Foreign Military Sales

C2.18.10.1. FMS customers are responsible for most transportation costs and FMS shipments are sent out on a collect payment basis. Transportation arrangements will be made by the DRMO or by the supporting Transportation Office.

C2.18.10.2. DRMS-BBR (Reutilization Branch/Foreign Military Sales) will identify exceptions to this rule as they arise. Transportation of sensitive and other critical FMS shipments will be coordinated between DRMS-BBR and the purchasing country. For these shipments DRMS-BBR will provide separate instructions and funds citations. In case of doubt, contact DRMS-BBR for instructions. Transportation arrangements will be made with the depot or local transportation office.

C2.18.10.2.1. Send small items on collect basis via FedEx or other parcel service to designated freight Forwarder, unless otherwise directed by DRMS-BBR.

C2.18.10.2.2. Send less than truckload shipments on collect basis via common carrier to designated freight Forwarder, unless otherwise directed by DRMS-BBR.

C2.18.10.2.3. For larger than truck load shipments fax Notice of Availability (NOA), DD Form 1348-5, to freight forwarder or other designated address, unless otherwise directed by DRMS-BBR. NOA recipient will provide shipping instructions or advise of pick-up date.

**NOTE:** If shipping instructions are not received within 15 days after NOA is faxed, follow up with freight forwarder and notify DRMS-BBR.

C2.18.10.2.4. For sensitive (DTC 8) property and HAZMAT property DRMO must ensure that property is released in accordance with all applicable regulatory requirements. Preferred option is to let the supporting Transportation Office accomplish Notice of Availability and property shipment processes.

C2.18.10.3. Arrange shipment with the Transportation Office. Ensure a copy of the DD Form 1348-1A and the 1348-5, if appropriate, is included with the property when it leaves the DRMO for inclusion with the shipment. The "Ship To" block on the DD Form 1348-1A will normally provide shipping instructions, unless otherwise provided by DRMS-BBR via e-mail.

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C2.18.10.4. Receive copy of the DD Form 1348-1A signed and dated by the transportation office.

C2.18.10.5. Receive copy of completed shipping documents (DD Form 1348-1A) plus a copy of the Bill of Lading from Transportation Office. Distribute copies as follows:

C2.18.10.5.1. One copy to DRMS-BBR (fax to DSN 661-4213).

C2.18.10.5.2. One copy for source document.

C2.18.10.6. On rare occasions, property may be transferred on a no-fee basis. DRMS-BBR will provide appropriate instructions on a case-by-case basis

C2.18.10.7. The DRMO may use FedEx ground services for the movement of reutilization property. This is only an option of service, and not a requirement for DRMOs to use. After the establishment of a FedEx Ground account number, DRMOs can input shipment data, arrange for the pickup, and trace the property if required.

C2.18.10.7.1. The following guidelines must be followed when using FedEx ground service:

C2.18.10.7.1.1 DRMS-BA will liaison with the FedEx government representative and establish account numbers for DRMOs who have requested to use FedEx ground service.

C2.18.10.7.1.2 DRMS-BA will provide procedures to ship, track, and review reports using FedEx ground. As this system is web based, the instructions are also listed on the FedEx web sit, which is: [www.fedex.com](http://www.fedex.com).

C2.18.10.7.1.2.1 1. DRMOs can only use FedEx ground services and not any other express services (i.e., Overnight, Standard Express).

C2.18.10.7.1.2.2 2. The use of the FedEx Ground service is restricted to reutilization property only.

C2.18.10.7.1.2.2.1 The weight cannot exceed 150 pounds per package.

C2.18.10.7.1.2.2.2 The condition codes of the property are limited to A through D.

C2.18.10.7.1.2.2.3 The priority of the property are limited to 1 through 8.

C2.18.10.7.1.2.2.4 There can be no hazardous material shipped.

C2.18.10.7.1.2.2.5 The DRMO must prepare, package, and label the

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shipment.

C2.18.10.7.2. All FedEx invoices for service will be forwarded to DRMS-BA. DRMS-BA will manage the FedEx billing for all DRMOs. All DRMOs using FedEx ground will forward to DRMS-BA shipment data for each piece of property shipped. This data will include requisition number, weight, destination, and estimated shipping cost. Reports are due weekly. Forward the information NLT the Monday following the reporting period (Monday through Friday). Transportation issues, concerns, and discrepancies can be forwarded to the e-mail address group: [DRMS Transportation Issues](#)

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## SECTION 1 - ADMINISTRATIVE PROCESSING

### C3. SAFETY

#### C3.1. References

- DLAD 5025.30, DLA One Book, Safety
- DLAD 4100.5, DLA Fire and Emergency Services Program, 13 Oct 95
- Also see [Safety & Health site](#) on www.drms.dla.mil (Go to main page, click on Internal, then Support, then Safety & Health.)
- 29 CFR 1910.180, Subpart N, Crawler, Locomotive, and Truck Cranes.
- American National Standards Institute, (ANSI) Standards Z87.1-1989.
- ANSI Standards Z41.1
- 29 CFR 1910.29
- DRMS 4160.14, Section 2, Chapter 8 - Environmental.
- DOD 4160.21-M-1, Defense Demilitarization Manual.
- MIL-STD-101, Color Code for Pipelines and for Compressed Gas Cylinders.
- DLA 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders.
- DLAM 6055.1, Defense Logistics Agency, Safety and Health Manual, August 1985.

#### C3.2. Reporting Mishaps/Accidents

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents.](#)

##### C3.2.1. Supervisory /Employee Responsibilities

C3.2.1.1. Employees are to report all mishaps to their immediate supervisor, whether they result in injuries, illnesses, or property damage. Reporting the mishap allows the cause of the accident to be found, and when causes are removed, additional accidents are prevented. To only consider serious lost-time injuries when reporting accidents is not taking full responsibility for accident prevention.

C3.2.1.2. All accidents/mishaps will be recorded on a DLA Form 1591, Mishap Report (Nov. 2000, Adobe Forms). The DLA Form 1591 will be forwarded electronically to DRMS-WH (Safety and Occupational Health Office), by the F, or Headquarters Vice President to [safety@drms.dla.mil](mailto:safety@drms.dla.mil), within 15 working days. Questions can be addressed to Safety and Health staff personnel at the same e-mail address, or contact any safety specialists located on the [Safety & Health POCs](#) web page. (Go to main page, click on Internal, then Support, then Safety & Health area.) Also see the [Safety Toolbox](#) for additional information. (After arriving at the Safety & Health area - click on the "Toolbox" site for more choices.)

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### C3.2.2. Types of Accidents/Mishaps & DLA Form 1591

DLA Form 1591 must be completed for the following types of mishaps:

C3.2.2.1. Personal Injury Accidents - There are four categories of personal injury accidents:

C3.2.2.1.1. Occupational injury/illness cases involving days of restricted work activity and/or lost workdays.

C3.2.2.1.2. First aid or non-fatal cases without lost time workdays. This usually involves going to the first aid clinic and returning to work the same day.

C3.2.2.1.3. Exposure/possible exposure to hazardous items or environmental conditions.

C3.2.2.1.4. Fatalities

C3.2.2.2. The following steps shall be taken for a personal injury accident:

C3.2.2.2.1. Individuals at the accident scene shall only remove the injured person if conditions exist for further injury.

C3.2.2.2.2. The accident shall be reported as soon as possible to the injured employee's immediate supervisor/DRMO Chief. All accidents resulting in serious, fatal, or multiple injuries, should be reported immediately to the host safety office, FST and the DRMS Safety and Health Office at (269) 961-5866 or (DSN) 661-5866. After duty hours, emergencies may be directed to the Battle Creek Staff Duty Officer at (DSN) 661-4233, or (269) 961-4233.

C3.2.2.2.3. The supervisor/DRMO Chief shall make sure that the injured person receives the needed medical care.

C3.2.2.2.4. The supervisor/DRMO Chief shall investigate the accident and record the findings on the Mishap Report.

C3.2.2.2.5. The supervisor/DRMO Chief shall then remove all hazards or conditions that caused the accident.

C3.2.2.2.6. The supervisor/DRMO Chief shall complete the remainder of the Mishap Report and electronically forward it, to the Forward Support Team. The FST will review the mishap and electronically forward to DRMS-WH at [safety@mail.drms.dla.mil](mailto:safety@mail.drms.dla.mil).

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C3.2.2.3. Personal Injury Involving a Contract Employee:

C3.2.2.3.1. DRMO employees discovering a downed or injured contract employee are to contact the nearest medical facility by dialing their respective emergency response numbers.

C3.2.2.3.2. If a Government employee, facility or equipment is a potentially causative factor in the injury, the Supervisor/DRMO Chief, COR or Contract Officer shall request a copy of the contract employee's accident report and forward to DRMS Headquarters, Battle Creek, Safety and Health Office.

C3.2.2.4. Property Damage Accidents. There are three categories of property damage accidents:

C3.2.2.4.1. Property damage caused by DRMS personnel regardless of to whom the property belongs.

C3.2.2.4.2. Property damage to a DRMS facility/equipment.

C3.2.2.4.3. Motor Vehicle accidents.

C3.2.2.5. Accidents/mishaps involving Government employees, equipment or vehicles:

C3.2.2.5.1. The accident shall be reported to the employee's immediate supervisor/DRMO Chief as soon as possible (and to emergency services personnel, if appropriate).

C3.2.2.5.2. Accidents involving property damage more than \$1,000. Property damage less than \$1,000 does not require a mishap report.

C3.2.2.5.3. The supervisor/DRMO Chief shall investigate the accident and record the findings on the Mishap Report.

C3.2.2.5.4. The supervisor/DRMO Chief shall then remove all hazards or conditions that caused the accident.

C3.2.2.5.5. The supervisor/DRMO Chief shall complete the remainder of the Mishap Report, including actual/estimated cost of property damage, and electronically forward it to either their DRMO Chief or Forward Support Team for review. The FST then electronically forwards it to DRMS-WH, [safety@mail.drms.dla.mil](mailto:safety@mail.drms.dla.mil).

C3.2.2.6. Accidents/mishaps involving Contractors. (In addition to the above):

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C3.2.2.6.1. The Supervisor/DRMO Chief or COR shall investigate any property damage mishaps with the contractor supervisor.

C3.2.2.6.2. The Supervisor/DRMO Chief, COR or Contract Officer shall obtain and forward the contractor's mishap report to DRMS Headquarters, Battle Creek, Safety & Health Office.

C3.2.2.6.3. The Supervisor/DRMO Chief or COR shall identify the name of the contract employee on Line 6 of the DLA form 1591.

### **C3.3. Accident Investigation**

#### **C3.3.1. Responsibilities of Investigation and Reporting**

C3.3.1.1. The occurrence of an accident may mean prevention was inadequate; a failure by management, the employee, or within the design of a machine, a process, or the working conditions. The purpose of accident investigation or reporting is to discover the point of failure, the causative factors, and the hazardous conditions or practices bringing about the accident, so to illicit proper action to take preventing a reoccurrence. There are many causes of accidents and usually several contributing factors, per incident. Learning where, when, how, and to whom accidents are happen is vital to learning how to avoid them.

C3.3.1.2. Accidents should be reported and investigated immediately. When a person is injured, the supervisor first obtains medical help for the employee, protects additional employees from injury (if a hazard still exists) and then takes immediate action to correct the hazard. The supervisor should complete the Mishap Report at the time of the initial event. He or she should look for both unsafe conditions and unsafe acts, which may have caused or contributed to the accident. Also remember that the purpose of the accident investigation is to prevent future accidents. Fixing blame is not the intent of the accident report; moreover, removing the causal factors of the accident is the main objective.

#### **C3.3.2. Interviewing Witnesses**

C3.3.2.1. Witnesses should be interviewed promptly after the accident while memories are fresh and still unaffected by other's opinions. In addition, for that reason witnesses should be separately interviewed.

C3.3.2.2. Reassure witnesses of the investigation's purpose. Supervisors should explain that ascertaining the facts is important in preventing future accidents. Emphasis should be placed on the important service the witness is providing by giving honest responses. If municipal policy permits, they should reassure witnesses that their testimony would not result in disciplinary action against the injured employee.

C3.3.2.3. Obtain the witnesses' version with minimal interruption. Witnesses should

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be interviewed at the scene of the accident whenever possible. Supervisors should ask witnesses to recount the accident or incident in their own words and should not interrupt them unless a question is needed for clarity.

C3.3.2.4. Direct specific questions to clarify or amplify the witness's account. Supervisors should avoid leading questions and should maintain a friendly attitude to help the witness feel comfortable about answering the questions.

C3.3.2.5. Summarize witness statements. Clarify any questionable areas, to assure that the witness's account and the supervisor's understanding of it are in agreement.

### C3.3.3. Establishing Accident Facts

C3.3.3.1. Gather basic facts. In accident investigations, the first facts to be established are the identities of those directly involved and the time the accident occurred (date and exact time). These facts permit identification of possible witnesses; specify the shift, weather conditions, supervisors in charge and other factors that may be important.

C3.3.3.2. Check the scene. Begin where the accident occurred and reconstruct as much as possible without producing a reoccurrence.

C3.3.3.3. Collect the evidence. If an injury or near accident occurred because structures, equipment or machinery parts failed, it is essential to examine the failed parts to determine why the failure happened.

C3.3.3.4. Determining the location of the accident. The location is important, as it can be used in identifying high-risk areas. This information might also raise questions about the safety of other employees in the area.

C3.3.3.5. Identifying the employee's job description. The injured employee's position, occupation or job title should be determined so that the risk hazard by job or occupation can eventually be evaluated.

C3.3.3.6. Determining physical capabilities of the employee for performing the job. Determine whether the employee had sufficient experience to perform the task.

C3.3.3.7. Identify the task that was being performed when the accident occurred. This information will address specific duties within a job or occupation, such as changing a tire, demilling weapons, or lifting material. The task involved can be used to identify specific hazardous job task, equipment and/or procedures, as well as employee capability and the need for additional training.

C3.3.3.8. Determine a precise account of the accident. This should be a detailed account of the accident or incident and a description of the events leading to it. The

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following information is needed:

C3.3.3.8.1. Accident location description.

C3.3.3.8.2. Conditions at the time of the accident (Also other general information that may be considered as possible contributing factors.)

C3.3.3.8.3. Ascertain the injured employee's physical position in terms of the surroundings.

C3.3.3.8.4. Determine the employee's actions immediately preceding the accident.

C3.3.3.8.5. Describe the circumstances that might have precipitated the accident.

C3.3.3.8.6. Describe the accident or incident using specifics. Use descriptive words; for example: struck by, caught between, over exerted, rubbed against, abraded against, contact temperature extremes, or contacted caustics.

C3.3.3.8.7. Specifically describe the injury(s) or property/equipment damage. Injuries should specify the body part injured and the type of injury, such as low back strain, cut on forehead, crushed finger. Property/equipment damage should include an actual or estimated cost, and if not currently available, follow-up information should be forwarded when it becomes available.

C3.3.3.9. Accident prevention plans. An accident investigation is not completed until corrective action has been determined. Action to prevent recurrences should be identified on the basis of the direct and the indirect causes of the accident under study.

#### C3.3.4. Completing the Accident Mishap Form (DLA Form 1591)

C3.3.4.1. DLA Form 1591 must be completed in full.

C3.3.4.2. Line 2. Type in the day, month and year the mishap took place.

C3.3.4.3. Line 3. Place military or ZULU time in this space.

C3.3.4.4. Line 4. Mishap Organization. DRMO \_\_\_\_\_, (RIC Code).

C3.3.4.5. Line 5. Mishap Location. Type in the exact location of the Mishap, i.e., Southeast side of the scrap yard, Building 4c, Hazardous Storage location, etc. Use primary and secondary locations, if necessary. Draw a picture or diagram if necessary.

C3.3.4.6. Line 6. Mishap Description. Be specific and fully describe all circumstances. A notation of "tripped over forklift wheels" is not an adequate statement.

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There are causal factors to every accident and it is up to the investigator to determine all factors surrounding the incident, in order to seek their correction. This is vital in preventing future accidents. Continue to investigate until the root cause is found. See questions in table below as examples.

**Figure 4 - Investigative Questions**

**Examples of Questions for Accident Investigations:**

Was forklift parked or moving? Identify the operator, if machine/.vehicle was in motion.  
In what direction was the employee walking when the accident occurred (or were they stationary)?  
What was the employee doing prior to the accident occurrence?  
Were there any witnesses? (Name them and get a statement from each.)  
What did the witnesses observe?  
Was the lighting sufficient? What was the time of day? If applicable, was the sun in the eyes of either the injured employee or the forklift operator?  
Describe the surface the employee was walking on at the time of the accident.  
Is the employee handicapped?  
Does the injured employee wear corrective eyewear and were they wearing it at the time of the accident?

C3.3.4.7. Line 7. Mishaps involving Contractors. Information must include contractor's name, contract number, employee's name.

C3.3.4.8. Line 8. Motor Vehicle Information. Note all appropriate information, i.e. year, make, type of the vehicle, license number, VIN, permits, seat belts. Complete line 9, if two vehicles were involved in the mishap.

C3.3.4.9. Lines 9-12. Additional Vehicle Information. Use these spaces if two or more vehicles were involved in the mishap.

C3.3.4.10. Description of Property Damage. Describe all damage in detail. Attach pictures, if available. Note the vehicle number, the type of vehicle, etc. Write down the location of property damage, and the extent.

C3.3.4.11. Line 14. Equipment/Property/Motor Vehicle Damage Description. Be specific and describe the damage in detail. Complete information will assist the reviewer to provide a more accurate total estimate.

C3.3.4.12. Line 15. Provide Information about each person involved in the mishap and/or damage incident. Print the information clearly. Write the organization and the RIC code clearly. Check the boxes indicating whether the person involved is military or civilian, etc. As this section is extremely important, be sure all boxes are completed. Include specifics as to the injured area(s) of the body. If a person received a cut on the hand, note the exact location and description of the injury, etc.

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C3.3.4.13. Line 16. Supervisor's Information. Print legibly; there is plenty of space. The supervisor should clearly write his/her phone number and e-mail address, along with the DRMO and the RIC identification information. This applies to Headquarters/HDI Federal Center staff supervisors of the injured employee, as well. The corrective actions should include all causal factors and describe how the DRMO/facility has eliminated the mishap from reoccurring. Examples of notes regarding preventive measures: *"Painted aisle markers"*, *"Placed in a work order to fill in the holes"*, *"called equipment people to put a guard on the machine"*, *"contacted GSA"*.

C3.3.4.14. Line 17. Reviewer's Information. The next person in the DRMO or Headquarters/HDI Federal Center Chain of Command will review the mishap information for completeness and comment. This person may be the DRMO Chief, the Central DRMO Chief, or the FST. He/She would review to ensure that all causal factors have been properly eliminated. Headquarters/HDI Federal Center Staff Division Chiefs/Deputies will also review and sign this section. The accident or Mishap Report does not place blame, it is used to investigate and eliminate causal factors of accidents/incidents for prevention actions. Continue to review accident information and statements from the employee/witnesses involved to arrive at a full and more accurate account of the occurrence. Upon noting information, do not write, *"the employee received refresher training."* Note when the employee had his last refresher training and what was covered during this training, etc. Include whether or not the equipment was new and if the supervisor provided training prior to the employee doing the task.

## C3.4. Medical Services

### C3.4.1. Right to Choice of Physician and Forms to be Used

C3.4.1.1. An employee is entitled to choice of physician for treatment of an injury. He or she may choose any licensed physician in private practice who is not excluded, or he or she may choose to be treated at a government facility. Should the employee desire to see their private physician for any work related injuries or if the employee can no longer work, the following forms are necessary:

C3.4.1.2. CA-1. Federal employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation (on Adobe Forms under Miscellaneous). Complete the employee portion, attach all medical back up and make sure that the supervisor/DRMO Chief completes and signs the form. See paragraph 5 for additional filing information.

C3.4.1.3. CA-16. If medical attention is required outside the facility, and within 48 hours of the incident, a Form CA-16 (on Adobe Forms under Miscellaneous) must be completed. The supervisor/DRMO Chief or medical personnel will complete the front page. The form should then be taken to the employee's medical provider, who must complete the back page and forward it directly to the address noted on the form.

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C3.4.1.4. CA-7, CA-7a, and CA-20. If the employee has lost time at work and is not receiving pay, file a Form CA-7. A CA-7a or CA-7b may also be needed, depending on circumstances. The employee's physician must fill in a Form CA-20. HROC will assist if any of these forms must be filed (on Adobe Forms under Miscellaneous).

C3.4.2. Processing of CA Forms and Medical Bills and Employee Responsibility

C3.4.2.1. Mail all CA forms (except CA-16, which has a unique address on the form) to the following address:

DLA-HROC, Workers Compensation  
Attn: DRMS Claims POC, P.O. Box 13919  
Columbus, Ohio 43213-0919

C3.4.2.2. Forms may be faxed to (614) 692-0265. For a speedy routing, be sure to show the above address on a cover page.

C3.4.2.3. Within Approximately 10 days the employee should receive a Form CA-801 showing their OWCP claim number. This number must be entered on all medical bills. Forward all bills to:

U.S. Department of Labor, Office of Workers Compensation, Room 851,  
1240 East Ninth Street, Cleveland, Ohio 44199

C3.4.2.4. The employee must keep the supervisor/DRMO Chief informed of their condition, if the employee is unable to work due to the work-related injury or illness.

C3.4.2.5. Any questions can be directed to the DRMS Claims POC (DLA-HROC) at (614) 692-0200 or DRMS-WH (269) 961-5866 or (DSN) 661-5866.

**NOTE:** If the proper paper work is not completed or submitted on time, medical bills may become the employee's responsibility.

### C3.5. Inspections

In order to manage a Safety and Occupational Health Program, it is essential to have management and employees observe the conditions, equipment, and situations in which the workforce must deal with, during all job tasks. Self-inspections are an excellent method of assessment in the workplace. The following are the required self-inspections for DRMS employees.

C3.5.1. Types of Self-Inspections

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Types of self-inspection required at DRMOs to mitigate industrial accidents and assure a safe workplace are:

C3.5.1.1. Inside and Outside Storage Areas:

C3.5.1.1.1. DRMOs - inside and outside storage areas

C3.5.1.1.2. 90-day Hazardous waste storage facilities

C3.5.1.1.3. General Safety Conditions - Inside/Outside

**NOTE:** These inspections utilize the DRMS Form 2000. **DRMS Form 2000 has replaced DRMS Forms 352, 1840** and the unnumbered DRMO Usable/Scrap yard Inspection Checklist.

C3.5.1.1.3.1 The DRMS Form 2000 can be separated by area, when more than one employee will be performing the inspection. Frequencies are noted on the form.

C3.5.1.1.3.2 In the Date/Time block, only the date is required if the inspection is for usable warehouses or scrap facilities. Indicate time when inspecting 90-day HW storage facilities.

C3.5.1.1.3.3 The inspector must initial in one of three boxes, satisfactory, unsatisfactory or not applicable. If only one inspector is performing the inspection, a check mark is sufficient with one signature/initial by that inspector in the upper right hand box of each page

C3.5.1.1.3.4 Signature of the DRMO Chief or Site Manager is mandatory.

C3.5.1.1.3.5 File under 160.60, Reports and Inspection Facilities (Retain for 3 years.)

C3.5.1.2. Part B Permit DRMOs

C3.5.1.2.1. Inspections utilizing DRMS Form 1713 for DRMOs operating a Part B permit.

C3.5.1.2.2. DRMOs operating under a Part B permit must follow the inspection procedures in their permit. The regulations in 40 CFR Parts 264 and 265.15 are essentially identical and specify criteria for determining what to inspect and how often to inspect it.

C3.5.1.2.3. Equipment and areas that must be inspected include:

C3.5.1.2.3.1 Personal protective equipment

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C3.5.1.2.3.2 Material handling equipment

C3.5.1.2.3.3 Emergency equipment

C3.5.1.2.3.4 Security equipment

C3.5.1.2.3.5 Building

C3.5.1.2.3.6 Container storage areas

C3.5.1.2.3.6.1 Inspections of container storage areas must be conducted at least weekly. Areas subject to spills, such as loading and unloading areas, will be inspected daily when in use.

C3.5.1.2.3.7 Mobile equipment

C3.5.1.2.4. It is very important to document in the log any problems found and when, the date and nature of corrective action, the date and time of inspection, and the name of the inspector.

C3.5.1.2.5. The DRMO is required to retain a written record of the inspection procedures and results for a minimum of 3 years.

## **C3.6. Radiation Program**

### **C3.6.1. Radiation Program**

The Defense Reutilization and Marketing Service (DRMS) Radiation Protection Policy is centered on Prevention. DRMS policy is not to physically accept any items or material containing any level of radioactivity. DoD 4160-21.M and DLA.I 4145.8 has policy and procedure for the Reutilization, Transfer, Donation, and Sales of Low Level Radioactive Material (LLR). Detection of LLR starts by visual inspection of receipts. Gate Monitors and hand held radiation meters alert the possible presence of LLR. NSN numbers have been programmed into DAISY as SALD (Safety Alert Latent Defect) items, alerting DRMO receivers to potential LLR material.

### **C3.6.2. Description-Radiation**

Radiation is an energy given off by an unstable atom as it decays. Many radioactive materials, such as radium, uranium, and others, occur naturally and are found in the ground. These and other sources of naturally occurring radiation make up what is commonly referred to as background radiation. This is low level radiation that is always present, and varies by geographic region or area. The Radiation Gate Detector System is primarily designed for

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Scrap metal. It can detect some radioactive materials in containerized receipts. The most important factors to consider when using gate monitors to detect radioactive materials is:

C3.6.2.1. Background radiation is not constant. It is continually changing due to cosmic events, weather, and other influences.

C3.6.2.2. The farther away from the source of radiation, the less it can be detected.

C3.6.2.3. The longer the time that the detectors have to look at the source, the better the reading will be. For this reason, the slower the vehicle passes through the system, the better the chance for detecting a potential source.

C3.6.2.4. The amount of scrap and its density play a large part in the detector's ability to detect a potential source. The more material between the sources, the more difficult for the instrument to detect.

C3.6.2.5. The larger the detector (Sodium Iodide), the more sensitive it will be.

C3.6.2.6. The more shielded the detector is, the more sensitive the detector will become.

C3.6.2.7. Considering all the above circumstances, the most effective way to monitor loads is to have large detectors as close to the receipts as possible, and moving past the system as slow as possible. Another factor is to monitor the system, making adjustments to the detector in order to keep the alarm as close to background as possible without causing "false alarms".

### C3.6.3. Radiation Gate Monitors

Most Radiation Gate Monitors or Radiation Detector Systems purchased by DRMS are manufactured by Ludlum Industries. The company is located in Sweetwater, Texas, their phone number is 1-800-622-0828. The Radiation Detector is designed to detect low levels of radiation in scrap passing through the system. Hand held detectors can also help to locate LLR material when processing material. When the Gate Monitor System detects a radioactive commodity, the alarm circuit will automatically activate and warn the user. Some systems are equipped with printers, which detail the time and date of the warning.

### C3.6.4. Calibration

Radiation Detectors should be calibrated every other year, and immediately if the detector is involved in a mishap. Calibration is done by using the Cesium Calibration source, which was provided with the gate monitor. Your Gate Monitor Manual illustrates and explains how to calibrate your monitor. The DRMO should also have a video which would also clarify the calibration procedure. Some host Radiation Protection Officers will calibrate the Gate

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Monitor. If your RPO is unable to provide this service, contact the DES Battle Creek Safety and Health Office for assistance. If the DRMO does not have a copy of this service manual, another can be obtained by contacting the DRMS/DES Safety Office. It is important that you store your calibration chip in a safe and secure place, as it is the only tool (source) recommended for calibration. Ask your host Radiation Protection Officer for storage assistance, to ensure it will not be misplaced. Check your equipment daily to ensure it is operational. You can “walk” your Calibration chip through the monitor to ensure the alarm and system is operational.

#### **C3.6.5. Maintenance**

Consult your operator's manual or trouble shooting guide, if your detector is experiencing any problems. If the detector was accidentally bumped or damaged, you are encouraged to contact the DES Battle Creek Safety Office or DES Battle Creek Facility Office for assistance. A SITREP report should be filed. The Ludlum Company does have a repair/calibration department and can be reached at 1-800-622-0828. To ensure your gate monitor gets serviced, follow these procedures:

C3.6.5.1. Contact DES Battle Creek Safety or DES Battle Creek Facilities to ensure funding is available.

C3.6.5.2. Call 1-800-622-0828, talk with a Ludlum technician to determine what needs to be repaired.

C3.6.5.3. Confirm with the Ludlum technician if a local electrician or host electrician can perform the repair. Provide Facilities/Safety with a repair estimate to include parts and labor (for approval).

C3.6.5.4. Most repairs can be paid for using the IMPAC card

C3.6.5.5. If the repair exceeds the limits of the IMPAC card DES Battle Creek Facilities will fund accordingly.

C3.6.5.6. Remember to follow all applicable procedures for the use of the IMPAC Card.

C3.6.5.7. You are advised to consult your operator's manual or trouble shooting guide, if your detector is experiencing any problems.

#### **C3.6.6. Procurement.**

Some DRMO's receive a higher amount of radioactive material (receipts) than others. DRMOs that are located on Military installations where there is a higher receipt rate of LLR are candidates for Gate Monitors. The following is the criteria for consideration:

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C3.6.6.1. SITREPs indicating a high traffic of radioactive items through the DRMO.

C3.6.6.2. Quarterly Radiation Surveys indicating high item discovery.

C3.6.6.3. Host Radiation Protection Officer Support.

C3.6.6.4. Volume of Scrap Metal.

C3.6.6.5. Headquarter Approval.

C3.6.6.6. Fund Availability.

C3.6.7. Procurement Procedures.

C3.6.7.1. DES Battle Creek determines, in coordination with DRMS Operations/DEMIL, where Radiation Detectors should be located, what type, and prioritizes.

C3.6.7.2. DES Battle Creek Facilities coordinates with DRMO personnel to have the DRMO submit a work order based on the arrival of the equipment, to the host, and obtain a cost estimate.

C3.6.7.3. DRMO will forward the Host work order cost estimate, to DES Battle Creek Facilities.

C3.6.7.4. DES Battle Creek Safety purchases the proper Radiation Detector(s) and has them shipped to the designated location(s).

C3.6.7.5. DES Battle Creek Facilities transfers funds to the appropriate FST to forward a MIPR to the host. This transfer ensures the appropriate funding for the pre-installation of the detector. This includes engineering, laying of concrete, power, etc.

C3.6.7.6. The host installs the necessary equipment support elements: posts, power, communication, etc.

C3.6.7.7. DES Battle Creek Facilities will track the status of the equipment installation funds/projects and coordinate with DES Battle Creek Safety when the pre-installation is complete.

C3.6.7.8. DES Battle Creek Safety arranges for equipment installation, hook-up, calibration, and training for the detector.

C3.6.8. Hand-Held Radiation Meters

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If funds are available, and the DRMO has a need for a Radiation Meter (per recommendation from their host Radiation Protection Officer), DRMS Safety and Health and/or Facilities/Equipment can purchase one for you.

C3.6.8.1. All Radiac meters will be calibrated annually. Radiac Meters should be used for the receipt, transfer, storage, removal and transport of material back to the generator. Your host RPO can advise you regarding calibration of the Radiac Meter.

C3.6.8.2. Radiac Meters are very sensitive and can be placed closer to the source, especially during the receipt process. It is not necessary that the user become proficient in the use of the Radiac Meter, only to use it as a means of detection. Should the DRMO discover a potential source, the host Radiation Protection Officer can be summoned to assist with removal, storage, and transport back to the generator. The Radiac Meter can also be used to check out-going shipments of material prior to release.

### C3.6.9. Inter-Service Support Agreements (ISSA)

If your DRMO has a history of inadvertently receiving Low Level Radioactive items (LLR), then the DRMO should ensure that their ISSA complements their operation. A copy of an Inter Service Support Agreement is attached (Enclosure 7). At a minimum, the ISSA should have the following support from the host:

C3.6.9.1. Ensure at least 4 quarterly radiation surveys are conducted at the DRMO.

C3.6.9.2. Ensure the host RPO will respond to assess materials identified as potentially containing radioactive material.

C3.6.9.3. Ensure the host has the capability to remove the radioactive source.

C3.6.9.4. Ensure the host could provide radioactive training if requested.

C3.6.9.5. Ensure the host can provide assistance in removal efforts by packaging, labeling and storage. If the DRMO does not have this support, the DRMO should contact DES-Battle Creek (DES-WRH) (DES-WRH) Safety and Health Office.

C3.6.9.6. Ensure the host can assist the DRMO with calibration, training and usage of hand held Radiac Meters or the Radiation Detector.

### C3.6.10. Training

As part of the installation contract, a Ludlum Technician will provide training on the gate monitor, as well as the hand held Radiac Meter. The DRMO should allow at least three employees to participate in the training session. The training will consist of Start-up, calibration and troubleshooting. Each operator should become thoroughly familiar with the

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set up and operation of the monitor. The DRMO should advise the host Radiation Protection Office of the training and request their attendance. DES Battle Creek Safety and Health Office also have training films pertaining to your Gate Monitor, and are available upon request.

#### C3.6.11. Employee Awareness

Radioactive materials arrive at the DRMO in many ways. It could be through improper identification of receipts, or material misplaced or mixed in a container. In any case, detection at the early stage of receipt is very important, because the identity of the generator is easier to determine. Every effort should be made to return the material to the generator as it is very expensive to dispose of radioactive materials. If generator identity is lost, DRMS then has the burden for disposal. It is important that the receiver opens enough packages to feel confident the remaining items are free of radioactive items. This is especially true for material being transshipped to outside contractors. If LLR is discovered, and the generator wishes to dispose of the radioactive items, DES Battle Creek, Safety and Health Office will offer assistance.

#### C3.6.12. Low Level Radiation

Materials containing low level radiation may inadvertently be transported to our contractor facilities, such as our Demanufacturing Contractors. In some cases, these items have visible radioactive emblems. An even larger problem results when radioactive materials are shipped to a contractor scrap yard or smelter. Additional procedures that can be taken are:

C3.6.12.1. Review receiving documents closely for any labels, signs, etc., which may indicate low level radioactive material. Insure the turn in documents are certified.

C3.6.12.2. Return any material to the generator flagged by DAISY that indicates the material may contain a radioactive source.

C3.6.12.3. File a Situation Report (SITREP) for any radioactive material entering the DRMO. This includes those items returned to the generator. Be able to provide an NSN number, a copy of the DD Form 1348-1A, the emission source level, and a copy of the 917 (Return to Generator Document).

C3.6.12.4. Follow all guidance pertaining to R/T/D and Sales of Radioactive commodities according to DLAM 4160.21M.

#### C3.6.13. Radioactive Materiel at the contractor site

The following procedures will be taken when Radioactive Material is discovered at the contractor's facility:

C3.6.13.1. The demanufacturing contractor notifies the COR/COTR immediately.

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C3.6.13.2. The COR will contact DES Battle Creek Safety and Health Office and the Contracting Officer for assistance regarding the safety and health risks of the material. The COR will provide the safety office with the NSN, item description, and the level of radioactivity. The COR will advise DES-Battle Creek (DES-WRH) (DES-WRH) Safety and Health Office the location from which the material was shipped. A SITREP will be prepared and forwarded.

C3.6.13.3. Should radioactive material be discovered, the contractor (e.g., procurement and demanufacturing contractor) shall take appropriate steps to protect personnel and property. The contractor shall notify the COR/COTR and the CO immediately and the government will arrange to have the material removed.

C3.6.13.4. The DES-Battle Creek (DES-WRH) Safety and Health Office, in conjunction with the COR/COTR, will determine whether the material is to be returned to the generator or processed. DES-Battle Creek (DES-WRH) Safety and Health Office will coordinate with a Disposal Facility if the material has been determined Rad Waste. Any special handling requirements will be advised to the COR.

C3.6.13.5. If the material is to be returned, the COR will make arrangements with the shipping DRMO.

C3.6.13.6. The DRMO will contact the generator to make transportation arrangements.

C3.6.13.7. Every effort must be made to quickly remove radioactive items at contractor facilities, as it could result in fines or adverse publicity.

#### C3.6.14. Customer Receipts

Oftentimes, the generator is unaware that radioactive material can be properly disposed of or stored by their respective services. This could be because they are unaware of who to contact. The below numbers can offer customer assistance:

C3.6.14.1. United States Army. Rock Island Radiation Retrieval. Phone number is (309) 782-0338.

C3.6.14.2. United States Navy. Navy Rad Office. (757) 887-4692.

C3.6.14.3. United States Air Force. Brooks Air Force Base. (210) 536-6029.

**Note:** Rock Island Radiation Retrieval is the Chartered Department of Defense Agency. They have Health Physicists on Staff which will assist towards labeling, handling, shipping, storage, and disposal of radioactive items.

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- DO NOT ACCEPT, HANDLE OR STORE RADIOACTIVE ITEMS.
- DO NOT SELL RADIOACTIVE ITEMS.
- DO NOT SELL RADIOACTIVE ITEMS ON THE INTERNET.
- RAD ITEMS THAT HAVE HAD THE ISOTOPE REMOVED MUST BE CERTIFIED.
- WHEN ITEMS HAVE BEEN CERTIFIED, LABELS MUST BE REMOVED.

### **C3.7. Safety and Occupational Health Instruction**

#### **C3.7.1. References**

C3.7.1.1. 29 CFR 1910.180, Subpart N, Crawler, Locomotive, and Truck Cranes. American National Standards Institute, (ANSI) Standards Z87.1-1989.

C3.7.1.2. ANSI Standards Z41.1

C3.7.1.3. 29 CFR 1910.29

C3.7.1.4. Section 2, Chapter 8 - Environmental Program, this instruction.

C3.7.1.5. DOD 4160.21-M-1, Defense Demilitarization Manual.

C3.7.1.6. MIL-STD-101, Color Code for Pipelines and for Compressed Gas Cylinders.

C3.7.1.7. DLAI 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gases and Their Full and Empty Cylinders.

C3.7.1.8. DLAM 6055.1, Defense Logistics Agency, Safety and Health Manual, August 1985.

#### **C3.7.2. General**

C3.7.2.1. The types of property that flow through the disposal system, the condition of this property, and its containers, present a variety of hazards that are unique to property disposal operations. The mitigation procedures in this instruction cover some of the disposal aspects that have either caused mishaps or have high mishap potential.

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### C3.7.3. Personal Protective Equipment

C3.7.3.1. *Personal Protective Equipment* (PPE) is required for all job hazards that cannot be removed by engineering methods or otherwise controlled administratively. The DRMO Chief or Supervisor is responsible to assure that the host industrial hygienist and/or safety office assist in making this determination. The employee's immediate supervisor is required to document that this hazard assessment was accomplished before the employee begins work, using a Personal Protective Equipment Certification Form. If the hazard assessment determines that PPE is necessary, the DRMO is responsible to assure that the employee(s) receive training in the selection and proper use of the PPE.

#### C3.7.3.2. *Training will consist of:*

C3.7.3.2.1. when PPE is necessary

C3.7.3.2.2. what PPE is necessary

C3.7.3.2.3. how to properly don, doff, adjust, and wear the PPE

C3.7.3.2.4. the limitations of the PPE

C3.7.3.2.5. the proper care, maintenance, useful life, and disposal of the PPE.

C3.7.3.2.5.1 The employee must physically demonstrate their understanding of this training and the DRMO supervisor must attest to their demonstration of proficiency. A written certification will be prepared by the employee's supervisor to verify that the employee has received and understood the required training. The certification forms for the hazard assessment and the PPE proficiency demonstration may be found in on the [DRMS Safety and Health Web Site](#).

#### C3.7.3.3. *Protective Eyewear:*

C3.7.3.3.1. Eyesight can be lost in a split second. This loss does not have to be the result of a heavy or severe blow. Eyesight can be lost from a very small object, such as a piece of flying metal from a grinder, a defective hand tool, or even debris blown by the wind.

C3.7.3.3.2. Only approved (ANSI Z 87.1, 1989) eye protection will be worn when operations pose the potential for eye injuries. When the hazard is from flying objects, side shields should be worn as attachments to the frames. Full time wear of eye protection is not considered excessive.

C3.7.3.3.3. Industrial Safety Glasses, Plano or prescription, will be issued at no cost if an individual is working in an eye hazard area. Casual employees or employees walking through hazard eye areas (intermittingly) should utilize eyeglass shields or goggles, which fit over their non-industrial eyewear.

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C3.7.3.3.4. Eye examinations required for prescription safety glasses will be provided at government expense, if the employee previously has not worn prescription safety glasses or where a vision screening discloses that the present prescription (or glasses) is inadequate. Eye examinations may be obtained at a nearby military installation, contract or by the employee's personal physician. An employee may obtain and be reimbursed for an eye examination provided their own private eye doctor only if it is impractical to obtain such services from a military installation. Prescriptions written by an employee's own doctor may be used provided that the prescription is less than 1 year old and the vision screening detects no change. Examinations other than those authorized are not reimbursed.

C3.7.3.3.5. The issuance of prescription industrial safety glasses will be recorded.

C3.7.3.3.6. The use of the goggles, full-face protection, or absorptive lenses will be required when indicated by the work involved.

C3.7.3.3.7. The government except where the FST has approved their use normally will not provide prescription sunglasses. Tinted glasses should not be worn unless called for by nature of particular occupations or when prescribed by the doctor.

C3.7.3.3.8. Photo-chromatic, phototropic variable tint or tinted lenses for safety glasses normally will not be issued. Such safety glasses meeting the impact, thickness, and optical requirements of ANSI Z87.1-1987 may be issued in those rare and unusual cases where the employee's doctor understands the intended on the job use of the glasses and certifies that the employee has a visual handicap that requires these lenses. In addition, the FST must determine that the employee will not be a hazard to himself or other employees. Individuals with such a visual handicap and their supervisors must be made aware of the fact that, while wearing variable tinted lenses, visual acuity is reduced when entering buildings and that these lenses are darkened by near ultra-violet radiation; therefore, they will become perceptibly darkened by many types of fluorescent lamps at normal working distances. Phototropic lenses are not allowed for indoor application and are only allowable for outdoor task, which do not involve hazardous ultraviolet or infrared radiation, or both.

C3.7.3.3.9. Employees shall be reimbursed for eye examinations, frames and lenses. Current reimbursement costs are located in the [DRMS Safety and Health Reimbursement Web Page](#).

#### *C3.7.3.4. Eye Wash Requirements:*

C3.7.3.4.1. An emergency eyewash or deluge shower is needed where the eye or body may be exposed to hazardous materials. The showerhead should be capable of delivering 113.16 liters per minute (30 gallons per minute) of water at a velocity low enough not to be injurious to the user. The eyewash must be capable of opening (and staying open) within one second and deliver a minimum of 1.5 liters per minute (0.4 gallons per minute),

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with the flushing streams rising to the same height, flushing both eyes simultaneously, with a velocity low enough not to be injurious to the user. Eye/face wash units and emergency deluge showers both must be located within 100 feet of unimpeded travel distance from the hazard or, in the alternative, within the distance recommended by an industrial hygienist or safety manager. It is recommended that showers and eyewashes be activated daily prior to the start of work. The receptacles of the eyewash must be protected from any airborne contaminants. Whatever means is used for this protection, its removal shall not require a separate motion by the operator upon activation. There shall be no sharp projections anywhere in the operating area of the unit. It is recommended all shower and eyewash units be flushed as often as needed to keep the water clean and clear.

C3.7.3.4.2. Other types of eyewashes include the pressurized eyewash, the non-pressurized eyewash, and the small personal eyewash units. The requirements for flushing these are dictated by the local requirements. DRMOs will contact their host safety and industrial hygiene departments for flushing time requirements. Many of these units use a bactericide to prolong life.

**NOTE:** Due to varying local and climactic conditions, DRMOs will request assistance from their host industrial hygienist for the frequency of water change, and whether or not a biocide would be advantageous. Using the space around eyewashes/deluge showers for storage, forklift-parking areas and lunch areas not only violates OSHA, but places the facility and its employees in an extremely dangerous situation. It is everyone's responsibility to ensure that the tools and the equipment needed to do the job are available, working properly, and that access to them is not blocked or littered.

#### C3.7.3.5. *Protective Footwear:*

C3.7.3.5.1. Protective footwear (such as leather work boots with or without steel toes) is required to prevent injuries to the feet resulting from punctures, pinching, or crushing caused by falling or rolling objects. Employees shall wear safety shoes with leather upper construction, when the PPE assessment requires them for personal protection. Employees working in the scrap yard shall wear steel toe work boots. Foot protection will meet ANSI Z 41.1 class 75 standards.

C3.7.3.5.2. Canvas steel-toed shoes can be worn in warehouses or in designated areas with the approval of the DRMO Chief, Forward Support Team or host safety manager.

C3.7.3.5.3. Steel-toed shoes will be purchased by the government when needed. The DRMO Chief or Forward Support Team will determine the frequency of purchase. The cost of shoes will be inherent on the geographic location of the DRMO, the DRMO Chief, and the FST. The government charge card (GPC) card will be used for procurement whenever possible.

#### C3.7.3.6. *Personal Hearing Devices*

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C3.7.3.6.1. Employees working in or entering a designated noise hazard area must have hearing protection available. When hazardous noise sources are operating, employees shall wear protective hearing devices.

C3.7.3.6.2. Noise hazards in the DRMO workplace are identified by the installation industrial hygienist.

C3.7.3.6.3. Personal hearing devices will be issued at no cost to personnel operating noise hazardous equipment or working in designated noise hazardous areas. Personnel working in or entering designated noise hazardous areas must have hearing protective devices in their possession at all times. In accordance with 29 CFR 1910.95, and when noise hazardous sources are operating, personnel shall wear their hearing protective devices regardless of exposure time.

C3.7.3.6.4. Supervisors will ensure that these protective devices are worn wherever personnel are exposed to noise levels at or greater than the standard prescribed in 29 CFR 1910.95

C3.7.3.6.5. Earplugs or muffs available through the Federal supply system that are listed in TB MED 501 will be supplied. Personnel will be permitted freedom of choice of various hearing protective devices (e.g., single or triple flange plugs or muffs) unless medically contraindicated or inappropriate for the noise hazardous area or operation.

C3.7.3.6.6. Pre-formed ear lugs shall be fitted only under medical supervision and will be issued with a carrying case. Insertion, seating, and cleaning techniques will be explained when earplugs are issued.

C3.7.3.6.7. Dry cotton provides essentially no noise attenuation and will not be used as hearing protective device.

C3.7.3.6.8. Employees will wear their hearing protective devices as instructed and maintain them in a sanitary condition as prescribed in 29 CFR 1910.95.

#### *C3.7.3.7. Respirators:*

C3.7.3.7.1. Our cutting operations involve oxygen-acetylene, plasma arc, burning bar, and "chop" saws. Every method of cutting involves a different gas, a different rod or bar, and most importantly, a different metal or alloy. This generates a variety of fumes, particulates and gases emitted at different concentrations, which will vary from DRMO to DRMO. As a result, supervisors are required to follow several steps to protect our employees and to comply with OSHA. The first step is to contact the host industrial hygienist for a hazard assessment. The host industrial hygienist will study the particular cutting operation, and perform air sampling to determine the need for a respirator, or engineering controls. If a

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respirator is required, the second step is to consult with the host industrial hygienist to arrange for a medical evaluation and to determine the best type of respirator for the operation. The host industrial hygienist will advise on the different types suitable. The third step is to have the host industrial hygienist fit test and train our employees. This training must include the discussion of the specific hazards of the chemicals/by-products generated from cutting; in addition to the testing, cleaning and caring for respirators. The fourth step is to complete a *“Personal Protective Equipment Hazard Assessment Certification”* form for every employee performing metal cutting. See Section 4, Supplement 1, Safety, Enclosure 1, for sample.

C3.7.3.7.2. Remember, if training is not documented, it has not been performed. Each supervisor will ensure the following is current and kept on file:

C3.7.3.7.2.1 A Personal Protective Equipment Hazard Assessment Certification Form for each metal cutter. See Section 4, Supplement 1, Safety, Enclosure 1.

C3.7.3.7.2.2 A log of all metal cutters attending hazard communication training.

C3.7.3.7.2.3 A written copy of the respirator program that includes the following:

C3.7.3.7.2.3.1 Standard operating procedures governing the selection and use of respirators.

C3.7.3.7.3. Respirators shall be selected based on the host industrial hygienist's hazard assessment.

C3.7.3.7.4. Training outline detailing the proper use of respirators and their limitations.

C3.7.3.7.4.1 An explanation of the engineering controls that are not in place or inadequate and what efforts are underway to reduce or eliminate respirator use.

C3.7.3.7.4.2 Cleaning and maintenance schedule approved by the host industrial hygienist. Respirators used by more than one worker shall be thoroughly cleaned and disinfected after each use.

C3.7.3.7.4.3 Respirators shall be stored in a convenient, clean, and sanitary location.

C3.7.3.7.4.4 Respirators used routinely shall be inspected during cleaning. Work or deteriorated parts shall be replaced.

C3.7.3.7.4.5 Surveillance of work conditions and degree of employee exposure

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or stress shall be maintained.

C3.7.3.7.4.6 There shall be regular inspection and evaluation to determine the continued effectiveness of the program.

C3.7.3.7.4.7 Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

C3.7.3.7.4.8 Respirators shall be selected from among those approved by the national Institute for Occupational Safety and Health under the provisions of 30 CFR Part 11.

C3.7.3.7.4.9 Written certification of respirator fit testing.

C3.7.3.7.4.10 Written certification of respirator training.

C3.7.3.7.4.11 Copies of a written examination for each employee trained. Each employee receiving metal cutting training will be tested and copies of the test will be filed by the supervisor. The test will be composed of job hazards, hazardous communication, and metal cutting safety. Each supervisor will keep a copy of this examination in his or her files.

C3.7.3.7.4.12 Records of annual refresher training for each employee.

C3.7.3.7.5. DRMOs will follow all the steps as above, when any new changes occur in the employee's operation. These changes may include different metals or different equipment.

C3.7.3.7.5.1 Baseline physicals for all employees metal cutting any heavy metals.

#### C3.7.3.8. *Protective Headgear:*

C3.7.3.8.1. All employees and visitors, in hardhat areas or operations designated by the DRMO Chief or the host Safety Manager, will wear protective headwear.

C3.7.3.8.2. Bump caps will not be worn as a substitute for hard hats.

C3.7.3.8.3. Drilling ventilation holes or trimming brims will not alter hard hats.

C3.7.3.8.4. Protective headwear should be inspected by the employee daily and the first line supervisor monthly to assure that the suspension is properly installed and the hats fits properly and is free of cracks, holes, or other imperfections which will negate its protective qualities.

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*C3.7.3.9. Protective Clothing:*

C3.7.3.9.1. Protective clothing will be provided for the prevention of injury and disease; e.g., protection against hazardous and toxic chemicals, heat and hot metal cryogenics, impact and cuts, and other hazards identified by the Safety and Health office.

C3.7.3.9.2. Rain gear is not considered PPE. Employees should provide their own rain gear for the performance of their normal duties during periods of poor to mildly inclement weather. If the weather does become a health factor, the host industrial hygienist or safety manager and the Forward Support Team can approve a waiver for government purchase. The rain gear will then be retained at the DRMO.

C3.7.3.9.3. Employees will be issued foul weather gear only when duties require working in harsh or severe weather. These items will not be issued for personal use, but will be retained at the DRMO. As with rain gear, the host industrial hygienist and/or safety manager and the FST must approve and a waiver be obtained from the Battle Creek Headquarters Safety Office.

*C3.7.3.10. Other PPE Clothing*

C3.7.3.10.1. Work clothes can be the cause of mishaps and could be avoided by following a few simple rules:

C3.7.3.10.1.1 No loose sleeves, torn pants, neckties, or scarves.

C3.7.3.10.1.2 No rings or wrist bracelets.

C3.7.3.10.1.3 No grease, oil, or gasoline stained clothing.

C3.7.3.10.1.4 Do wear close fitting clothes, with long sleeves.

C3.7.3.10.1.5 Do wear the PPE.

C3.7.3.10.1.6 Short pants, cut-off shirts and tees are only worn when the supervisor or DRMO Chief gives permission. Short pants are not to be worn when working around scrap operations.

C3.7.3.10.2. Other PPE shall be furnished when required by the DRMO. These include face shields, protective creams, protective gloves, welding aprons, welding pants, or material deemed necessary by the host safety manager.

*C3.7.3.11. Personal Protective Equipment Certification Forms.*

C3.7.3.11.1. Personal Protective Equipment and Hazard Assessment forms are to be completed for all employees working at the DRMO. These forms are to be completed by the supervisor. Copies of these forms are located on the DRMS Safety web site and are required for this purpose.

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**NOTE:** The purpose of the Personal Protective Equipment Certification Form is to ensure that all employees are properly trained and instructed on how to perform the job, the hazards pertaining to performing the job, and the correct personal protective equipment to wear when doing the job. See Section 4, Supplement 1, Safety, Enclosure 5, Attachments 1&2.

#### C3.7.4. Material Handling Equipment

C3.7.4.1. *Conveyers.* Conveyors are an important part of the overall DRMO warehousing operation. Conveyors help move property quickly without the risk of having to manually move that property; but conveyors also pose a mishap potential. The following procedures and rules, when followed, will greatly reduce that mishap potential:

C3.7.4.1.1. The conveyor will be inspected to determine if any hazards are present before starting options.

C3.7.4.1.2. Do not climb over or crawl under conveyors. Climbing devices, access ladders or elevated walkways will be used to get over conveyors.

C3.7.4.1.3. All exposed edges or conveyor areas near designated travel ways will be guarded, roped off, or barricaded.

C3.7.4.2. *Crane Operations.* The following is provided as guidance to be used in crane operating procedures. It is not all-inclusive; facility shall add precautions based on the requirements of the Host and the local area.

##### C3.7.4.2.1. *Operator Qualifications:*

C3.7.4.2.1.1 Only certified and licensed personnel will be allowed to operate a crane. Operators will be familiar with the requirements of subpart N, 29 CFR 1910.180, Crawler, Locomotive, and Truck Cranes.

C3.7.4.2.1.2 The operator's manual for each crane will be immediately available to the operator.

##### C3.7.4.2.2. *Testing:*

C3.7.4.2.2.1 All cranes will comply with the manufacturer's specifications. When manufacturer's specifications are not available, a qualified professional will establish operational limits. These limits will be documented locally in the master equipment file and copy sent to the DRMS-W equipment section.

C3.7.4.2.2.2 New, reinstalled, altered, repaired, and modified cranes shall be inspected by a designated person before initial use to verify compliance with applicable

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provisions of OSHA rules. For certification of cranes, please contact the DRMS Equipment or Safety Office.

C3.7.4.2.3. *Load Chart.* A rating chart or Serial Data Plate with clear legible letters and figures shall be provided for each crane. It will be securely fixed to the crane cab, clearly visible to the operator while seated at the control station.

C3.7.4.2.4. *Inspections:*

C3.7.4.2.4.1 The operator using DRMS Form 1655, Crane Operator Daily Checklist, shall inspect all cranes prior to use. Deficiencies noted will be carefully examined to determine whether they constitute a safety hazard and require immediate corrective action. Inspection records must be maintained for a minimum of 6 months.

C3.7.4.2.4.2 A trained and certified crane operator will perform complete inspection of all cranes and associated lifting devices monthly. This inspection will include the following items and a written, dated, signed, report and record of condition will be maintained for 3 years. This report will be maintained in the master equipment file.

C3.7.4.2.4.2.1 Crane structure and hardware

C3.7.4.2.4.2.2 Running wire ropes

C3.7.4.2.4.2.3 Other wire ropes

C3.7.4.2.4.2.4 Wire ropes termination and fittings

C3.7.4.2.5. *Operating Requirements for Cranes:*

C3.7.4.2.5.1 Only qualified operators will operate a crane.

C3.7.4.2.5.2 Loads must not be carried over the heads of people.

C3.7.4.2.5.3 The operator will not leave his position at the controls while the load is suspended or while the crane is running.

C3.7.4.2.5.4 All cranes using a lifting magnet must have a switch in the magnet circuit to lock the switch in the open position.

C3.7.4.2.5.5 When the hook is in its lowest position and the boom is at its maximum elevation, at least two complete wraps of cable must remain on the drum and the ends must be securely attached to the drum.

C3.7.4.2.5.6 Hand signal charts will be posted so they are clearly visible to the operator.

C3.7.4.2.5.7 The minimum clearance of 15 feet must be maintained between

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any part of a crane and energized wires. If the status of the wires cannot be determined they will be treated as energized.

C3.7.4.2.5.8 Cranes shall not be used to lift personnel without approval from the host safety or DRMS Occupational Health Manager.

C3.7.4.2.6. *Slings:*

C3.7.4.2.6.1 Prior to use, slings and all fastenings and attachments will be inspected.

C3.7.4.2.6.2 The following practices are mandatory when using a sling:

C3.7.4.2.6.2.1 Damaged or effective slings will not be used.

C3.7.4.2.6.2.2 Slings will not be shortened with knots, bolts, or makeshift devices.

C3.7.4.2.6.2.3 Sling legs will not be kinked.

C3.7.4.2.6.2.4 Slings will be padded or protected from the sharp edges of their loads.

C3.7.4.2.7. *Wedge Sockets.* Wedge sockets must be properly rigged or the lifting capability will be affected. Never clip the dead end of the wire rope to the load end.

C3.7.4.2.8. *Rigging Magnets.* Power supply cables to a magnet must be supported in a vertical position to prevent cable damage. Power supply cables will not be clamped to the wire rope.

C3.7.4.3. *Forklifts:*

C3.7.4.3.1. *Modifications or Additions.* Forklifts are not permitted to have any modifications or additions without an approval of the DRMS Safety and Health Manager and the manufacturer of the equipment.

C3.7.4.3.2. *Overhead and Mast Screens.* Forklifts used in scrap yard operations will have a wire mesh screen, polycarbonate sheeting, or suitable material attached to the overhead guard, and mast. This does not replace or eliminate the need for hard hats and safe lifting practices. These guards will be attached without drilling or welding of the mast, lifting components, or overhead guards.

C3.7.4.3.3. *Speed Limits.* Recommended safe forklift speed limit inside a warehouse is 5 miles per hour. The DRMO Chief will establish speed limits inside and outside a warehouse.

C3.7.4.3.4. *Inspections.* All forklifts will be inspected prior to usage. Use DLA

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Form 1731, Operator's Inspection Guide and Trouble Report. Deficiencies noted will be examined to determine whether they affect the safety or operability of the forklift and require immediate corrective action. Inspection records will be maintained for a minimum of 6 months. Operators working in a contractor shared equipment environment will inspect the MHE every time it is turned back to their control. The contractor will inspect and record every time an MHE is turned over to their control.

*C3.7.4.3.5. Forklift Operation:*

C3.7.4.3.5.1 Only trained, certified operators will operate forklifts.

C3.7.4.3.5.2 No person shall be allowed to stand or pass under any elevated portion of a forklift.

C3.7.4.3.5.3 No riders shall be permitted on forklifts.

C3.7.4.3.5.4 When a forklift is left unattended, forks will be fully lowered, controls neutralized, power turned off, and brakes set. The wheels shall be chocked if the forklift is parked on an incline. The keys will be removed from the ignition.

C3.7.4.3.5.5 When ascending or descending grades in excess of 10 degrees, loaded forklifts will be driven with the load upgrade. Unloaded forklifts will operate on all grades with the forks downgrade.

C3.7.4.3.5.6 If any lifting components are repaired or replaced the forklift will be load tested prior to being placed back into service.

C3.7.4.3.5.7 If the load obstructs the driver's view, the driver will travel with the load trailing.

*C3.7.4.3.6. Electric Forklifts:*

C3.7.4.3.6.1 All electric forklift operators will know the location and use of the emergency override (panic) controls. These panic controls will be function checked prior to use. Any power-operated industrial truck not in safe condition will be removed from service and repaired.

*C3.7.4.3.6.2 Battery Charging Operations:*

C3.7.4.3.6.2.1 Crane structure and hardware

C3.7.4.3.6.2.2 Running wire ropes

C3.7.4.3.6.2.3 Other wire ropes

C3.7.4.3.6.2.4 Wire ropes termination and fittings

C3.7.4.3.6.3 Deficiencies identified will be analyzed to determine if the crane

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should be taken out of operation until repairs are accomplished. Final determination of the operability of any crane rests with the operator.

*C3.7.4.3.7. Operating Requirements for Cranes:*

C3.7.4.3.7.1 Only qualified operators will operate a crane.

C3.7.4.3.7.2 Loads must not be carried over the heads of people.

C3.7.4.3.7.3 The operator will not leave his position at the controls while the load is suspended or while the crane is running.

C3.7.4.3.7.4 All cranes using a lifting magnet must have a switch in the magnet circuit to lock the switch in the open position.

C3.7.4.3.7.5 When the hook is in its lowest position and the boom is at its maximum elevation, at least two complete wraps of cable must remain on the drum and the ends must be securely attached to the drum.

C3.7.4.3.7.6 Hand signal charts will be posted so they are clearly visible to the operator.

C3.7.4.3.7.7 The minimum clearance of 15 feet must be maintained between any part of a crane and energized wires. If the status of the wires cannot be determined they will be treated as energized.

C3.7.4.3.7.8 Cranes shall not be used to lift personnel without approval from the host safety or DRMS Occupational Health Manager.

*C3.7.4.3.8. Slings:*

C3.7.4.3.8.1 Prior to use, slings and all fastenings and attachments will be inspected.

C3.7.4.3.8.2 The following practices are mandatory when using a sling:

C3.7.4.3.8.2.1 Damaged or ineffective slings will not be used.

C3.7.4.3.8.2.2 Slings will not be shortened with knots, bolts, or makeshift devices.

C3.7.4.3.8.2.3 Sling legs will not be kinked.

C3.7.4.3.8.2.4 Slings will be padded or protected from the sharp edges of their loads.

*C3.7.4.3.9. Wedge Sockets.* Wedge sockets must be properly rigged or the lifting

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capability will be affected. Never clip the dead end of the wire rope to the load end.

C3.7.4.3.10. *Rigging Magnets.* Power supply cables to a magnet must be supported in a vertical position to prevent cable damage. Power supply cables will not be clamped to the wire rope.

C3.7.4.3.10.1 Battery Charging Operations:

C3.7.4.3.10.1.1 Battery charging installations shall be located in well ventilated designated areas. No warehouse material, tools, etc, will be stored inside of the battery charging area.

C3.7.4.3.10.1.2 Equipment will be provided for flushing and neutralizing spilled electrolyte, fire protection, protecting charging apparatus from damage, and ventilation.

C3.7.4.3.10.1.3 Trucks shall be properly positioned and the brake applied prior to charging batteries.

C3.7.4.3.10.1.4 When charging batteries, the manufacturer's supplied procedures will be followed.

C3.7.4.3.10.1.5 Smoking shall be prohibited in the charging area.

C3.7.4.3.10.1.6 Precautions will be taken to prevent open flames, sparks, or electric arcs in battery charging areas. Consult the local fire department for guidance.

C3.7.4.3.10.1.7 Tools and other metallic objects will be kept away from the battery terminals. Personal Protective Equipment will be available within the battery charging area, and consist of no less than face shield, rubber aprons and rubber gloves.

C3.7.4.3.10.2 Battery installation and removal is not the responsibility of the DRMO. Maintenance personnel will accomplish these tasks.

C3.7.4.4. *Pallets.* Pallets are a part of the material handling operation. To ensure proper usage and condition, the following elements must be considered:

C3.7.4.4.1. No material must be stored on broken pallets.

C3.7.4.4.2. All pallets will be of sound construction.

C3.7.4.4.3. Loads must fit securely on the pallet.

C3.7.4.4.4. Loads must be distributed evenly on the pallet.

C3.7.4.5. *Warehouse Tractors and Trailers:*

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C3.7.4.5.1. Warehouse tractors are designed to pull a train of warehouse trailers. When used with forklift trucks, the warehouse tractor-trailer train operation must:

C3.7.4.5.1.1 Comply with traffic regulations.

C3.7.4.5.1.2 Proper trailer coupling.

C3.7.4.5.1.3 Not exceed the maximum number of trailers.

C3.7.4.5.1.4 Latch loads being transported.

C3.7.4.5.1.5 Position the load in a manner, which will not block the operators view.

C3.7.4.5.1.6 Comply with the maximum speed limit of 5 miles per hour, inside a warehouse. The DRMO Chief or supervisor will establish speed limits, for tractor-trailer combination, outside the warehouse.

C3.7.4.5.1.7 Come to a complete stop, sound horn, and proceed only when the way is clear, when entering or leaving a warehouse.

C3.7.4.5.1.8 Reduce speed when crossing railroad tracks and unlevelled roadways and cross at an angle, when possible.

C3.7.4.5.1.9 Maintain trailers in a safe condition. Deck planking must be complete and in good condition.

*C3.7.4.6. MHE Training:*

C3.7.4.6.1. Operators will be trained by their host or installation offices whenever possible.

C3.7.4.6.2. In addition, all MHE operators will receive supplemental training, addressing specific conditions and situations at their DRMO, by the FST MHE trainer.

C3.7.4.6.3. All training shall be in accordance with the rules and regulations pertaining to the host installation, and 29 CFR 1910.178 (1).

C3.7.4.6.4. Operators are required to have annual refresher training and whenever the following conditions occur:

C3.7.4.6.4.1 The operator has been involved in a mishap.

C3.7.4.6.4.2 The operator is assigned to operate a different type of MHE.

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C3.7.4.6.4.3 The workplace conditions or environment changes in a manner that could affect the safe operation of the truck.

C3.7.4.6.4.4 Crane Training will consist of 40-hour initial crane training at a commercial training facility. Every third, crane operator will refresh their crane training at the same or comparable training facility. Videos are available, online on the [Safety Web Site](http://www.drms.dla.mil/internal/Support/Safehealth/safehealth.html) for DRMS ([www.drms.dla.mil/internal/Support/Safehealth/safehealth.html](http://www.drms.dla.mil/internal/Support/Safehealth/safehealth.html)), for crane operators to view during the off years. If the host installation requires annual crane training, the operator will abide by this regulation.

### C3.7.5. Machinery and Support Equipment

C3.7.5.1. *Balers (Metal and Paper)*. All balers must be guarded to ensure the ram or compacting device cannot be activated until workers are out of the danger area. On balers where scrap is put into a pit prior to compression, an interlocking device, which allows operation of a ram only after the loading gates are closed and in place, must be used. Check the operating manual for any specific safety instructions. The employee should also contact the host Industrial Hygienist to ensure proper ventilation and dust screening.

C3.7.5.2. *Fire Extinguishers*. The type of fire extinguisher provided depends on the type of exposure (fire). The location of fire extinguishers must be clearly identified. Regardless of the owner, extinguishers will be visually inspected monthly and a log maintained. This log may be a sticker, card, or computer generated log. All employees must be trained in the proper use of all fire fighting equipment in their work area. This training should be performed annually. The DRMO Chief or supervisor should contact the host fire marshal or safety office to determine host policy for fire control. If the policy for the host is evacuation and fire control is accomplished entirely by the host, then training would not be required. All fire extinguishers should be serviced annually. A monthly inspection should consist of checking the seal (if one is provided), pressure gauges, hose and general condition of the extinguisher. Additionally, it allows the inspector to ensure the extinguisher is found at the proper location and its access is clear. A fire extinguisher is a tool; just as all tools are checked before beginning work for the day, all fire extinguishers are to be checked and inspected regularly to verify they are in working order. This daily check will aid the person tasked with the monthly check in catching and preventing problems. As a part of the annual training, the host fire marshal will provide information on the types, care, and rules and regulations pertaining to the DRMOs fire extinguishers.

### C3.7.5.3. *First Aid Kit/CPR:*

C3.7.5.3.1. The decision to place a first aid kit in any vehicle is based upon local policy and/or requirements. DRMOs are to seek advice on policy from their host safety and Industrial Hygiene departments regarding rules and regulations for first aid kits in their

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government or GSA vehicles. The types of first aid kits, contents, etc., are to be determined by the host.

C3.7.5.3.2. Recently, the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) issued citations to a Navy activity for noncompliance with the blood-borne pathogen standard. These citations were written for: (1) failure to have a written exposure control plan; (2) failure to provide blood-borne pathogen training; (3) and failure to offer Hepatitis B vaccinations to first aid responders. The standards for this subject are written on the [Safety and Health Web Page](#), under "Blood-borne Pathogens".

C3.7.5.3.3. In order to comply with the blood-borne pathogen standard, all DRMO Chiefs must offer Hepatitis-B vaccinations and blood-borne pathogen training to all employees trained in CPR and First Aid. The vaccinations are available on some bases, at local health departments, Red Cross, local colleges or medical providers. The host industrial hygiene/safety department will assist and direct the employee in obtaining a source. It is the responsibility of the DRMOs to fund for all safety expenses for individual employees.

C3.7.5.3.4. A minimum of one person for every 25 employees must be trained in CPR and First Aid. There must be enough trained people at a DRMO so a trained person is present at all times. A waiver will be issued, provided the DRMO can obtain written proof that a medical responder can provide emergency treatment within 5 minutes or less.

C3.7.5.3.5. To determine who is covered under the DRMS Occupational Health Program Exposure Control Plan, it is required that all personnel be categorized by ***always exposed, never exposed, and sometimes exposed***.

C3.7.5.3.6. Most positions or classifications in DRMS are *never exposed*. Personnel trained to perform First Aid/CPR, housekeeping, recreation specialists, firefighter, physical security specialist are considered *sometimes exposed* and are covered under this standard. Positions such as nurse, doctor, or paramedic are considered *always exposed* and are covered under this standard. No matter what the classification, a person may be (never exposed, sometimes exposed, or always exposed.) Exposure can occur to anyone. Determination of an exposure should be made by a medical professional and a mishap form and CA-2 form should be completed.

C3.7.5.3.7. It is imperative that all CPR and First Aid designated personnel be trained in Blood-borne Pathogens requirements and receive the Hepatitis-B vaccination series, or sign a declination statement. DRMOs must make this available free of charge and at a reasonable time and place to all employees. The host safety/industrial hygiene department should be able to provide these requirements under the ISA or it may be obtained by them from a community source.

C3.7.5.3.8. For CPR/First Aid, below is a list of items all activities should have readily available for use and all items can be purchased local, if necessary:

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C3.7.5.3.8.1 Latex gloves, NSN 6515-01-342-3002, Description: Package of 50 pair of disposal and non-sterile rubber latex, contaminated fluid protective gloves. Roll beaded cuff, size 8 ½ large; protects medical personnel from contamination in trauma situations where bleeding and/or other bodily fluids are present.

C3.7.5.3.8.2 Red bags, NSN 8105-01-361-1746I; Description: High density 3-ply material, puncture resistant; holds infectious wastes for ultimate processing within an autoclave oven; fits any container round; square; oblong, etc./ 8, micron; 45 gallon capacity; 40 x 46; printed with the warning message and biohazard symbol, 100 per package.

C3.7.5.3.8.3 One-way valve CPR mask, NSN 6515-01-354-1082, Description: Facemask, cardiopulmonary resuscitation; clear plastic disposable, used to prevent cross contamination during CPR.

#### C3.7.5.4. *Grinders:*

C3.7.5.4.1. All grinders will be equipped with a work tool rest, adjusted to no more than one-eighth inch from the grinding wheel. The adjustable tongue or guard on the top of the peripheral member shall never exceed one-fourth inch from the grinding wheel. An end guard must be placed on all grinding wheels. Eye and face protection will be worn at all times when using grinders. The host industrial hygienist should be contacted to conduct a noise hazard assessment and determine if hearing protection will be required.

C3.7.5.4.2. All new grinding wheels will be “ring tested” prior to use. The bursting of a grinding wheel may cause serious or fatal injuries to personnel working in the near vicinity of the unit. Despite precautionary measures taken by manufacturers, occasional wheel bursts or breaks still may occur.

C3.7.5.4.3. Ring testing: A new wheel will be checked for cracks by tapping it with a wooden mallet. A faultless, vitrified wheel will give a clear ring; an organic, bonded wheel makes a less ringing tone. Both can be differentiated from the cracked sound of a defective wheel. When in doubt, do not use the wheel without having it checked by the supplier or other knowledgeable person.

C3.7.5.4.4. Testing: Prior to putting a new wheel into service, check to ensure that the rating of the wheel is the same or greater than the rating of the grinder. All new wheels are marked with the maximum operating RPM. If the wheel does not have a rating label attached, or the maximum operating RPM of the grinder is not known, do not use it. The wheel will be tested at maximum operating speed while exercising due caution.

#### C3.7.5.5. *Hand and Portable Power Tools:*

C3.7.5.5.1. Each employer is responsible for the safe condition of the tools and

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equipment used by employees, including tools and equipment which may be furnished by employees.

C3.7.5.5.2. It is important to have on hand only those tools and equipment that will be needed to do the job. It is even more important to ensure that tools and equipment are in serviceable condition. Common problems to look for when using hand tools are:

C3.7.5.5.2.1 Hammers with broken or cracked handles

C3.7.5.5.2.2 Chisels and punches with mushroomed heads

C3.7.5.5.2.3 Bent or broken wrenches

C3.7.5.5.2.4 Inoperative automatic shutoff on hand-held power tools; usually a device, dead-man or quick release control, so that the power is automatically shut off whenever the operator releases the control.

C3.7.5.5.2.5 Improperly grounded or single insulated portable electrical equipment.

#### C3.7.5.6. *Ladders:*

C3.7.5.6.1. Ladders must be inspected on a set schedule. Any ladder that cannot be repaired must be replaced. All unserviceable ladders will be disposed of following the local installation's instructions.

C3.7.5.6.2. Some suggested ladder inspection items to look for:

C3.7.5.6.2.1 Loose rungs, nails, screws, bolts, or other metal parts

C3.7.5.6.2.2 Cracked or split uprights and rungs

C3.7.5.6.2.3 Wooden ladders that are painted

C3.7.5.6.2.4 Broken or missing locks or defective rope on extension ladders

C3.7.5.6.2.5 Broken or missing hinge spreaders on stepladders

C3.7.5.6.2.6 Missing or inoperative safety feet on the base of a ladder

C3.7.5.6.3. When using the ladder:

C3.7.5.6.3.1 Never use a metal ladder near electrical equipment or circuits.

C3.7.5.6.3.2 Never place a ladder in front of a door without locking or guarding the door.

C3.7.5.6.3.3 Place the ladder with the base one-fourth the length of the ladder away from the building or structure.

C3.7.5.6.3.4 Place the ladder on a level, substantial and non-moveable base.

C3.7.5.6.3.5 When climbing or descending, face the ladder and use both

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hands. Wear shoes with heels. Do not carry material up or down ladders.

C3.7.5.6.3.6 When working from a portable ladder, do not reach out too far; instead move the ladder.

C3.7.5.6.3.7 Never climb to the top step of a portable ladder or place feet on the brace portion.

C3.7.5.7. Shears. All shears will have a guard that prevents the operator from having any part of his/her body in the danger zone during the operating cycle. The employee will also have a hold down device(s) to keep the material from moving during the operating cycle. Do not use shears without these safeguards.

C3.7.5.8. *Fire Watch:*

C3.7.5.8.1. Fire watchers shall be required to be in attendance, by the individual responsible for authorizing cutting and welding, whenever cutting and welding is performed in a location where other than a minor fire might develop, or where/when any of the following conditions exist:

C3.7.5.8.1.1 Appreciable combustible material in building construction or contents closer than 35 ft (11-m) to the point of operation.

C3.7.5.8.1.2 Appreciable combustibles are more than 35 ft (11-m) away, but are easily ignited by sparks.

C3.7.5.8.1.3 Wall or floor openings within a 35-ft (11-m) radius expose combustible material in adjacent areas, including concealed spaces in walls or floors.

C3.7.5.8.1.4 Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.

C3.7.5.8.2. Fire watchers shall have fire-extinguishing equipment readily available and be trained in its use, including practice on test fires.

C3.7.5.8.3. Fire watchers must be familiar with facilities and procedures for sounding an alarm in the event of a fire.

C3.7.5.8.4. Fire watchers shall watch for fires in all exposed areas and try to extinguish them first; only when it is recognized as being within the capacity of the equipment available. Otherwise, sound the alarm immediately.

C3.7.5.8.5. A fire watch shall be maintained for at least a half hour after completion of cutting or welding operations to detect and extinguish smoldering fires.

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C3.7.5.9. Hot Tapping. "Hot tapping" or other cutting and welding on a flammable gas or liquid transmission or distribution utility pipeline shall be performed by a crew qualified to make hot taps.

C3.7.5.10. *Torch Cutting:*

C3.7.5.10.1. When cutting involves coating, fluxes, or base metals containing elements such as zinc, fluorine, beryllium, lead or cadmium, and their compounds, breathing the vapors and fumes generated can be hazardous. Therefore, the area must be adequately ventilated. Outdoor cutting involving lead, mercury, and cadmium requires the workers to wear respiratory protective equipment. An appropriate respirator will be provided, based upon the industrial hygiene survey. Whenever a respirator is used, the DRMO must also have a written respiratory SOP and must assure that training is provided to the affected employees. See Section 4, Supplement 1, Safety, Enclosures 1&2. For torch cutting operations a written fire safety SOP is required.

C3.7.5.11. *Video Display Terminals.* When installing a VDT keep in mind the following points:

C3.7.5.11.1. Keyboard should be elbow high. A ledge under the key guard will provide support.

C3.7.5.11.2. Copyholders should be placed near the screen to reduce visual search.

C3.7.5.11.3. Leg-room should be sufficient to allow feet to be flat on the floor with the knees at a 90-degree angle. Footrests should be provided, if needed.

C3.7.5.11.4. Chairs should have adjustable seat height, arm rest and back rest to support the lumbar region (lower back).

C3.7.5.11.5. Eliminate high contrast variation between screen and hard copy. Generally, use the lowest lighting that allows the operator to comfortably read the hard copy. Screen luminance should be kept low to minimize reflected glare. Do not place the VDT in front of a window. VDT Screens should be cleaned frequently to reduce dust accumulation that causes glare.

C3.7.5.11.6. The top of the VDT should be at or below the operator's eye level, at a seated position.

C3.7.6. DRMS Operations:

C3.7.6.1. *Carbon Monoxide.* Carbon monoxide is an extremely toxic colorless and

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odorless gas. Its principal source is from internal combustion, engine exhausts, e.g., coal, or oil space heaters. Since its threshold limit value is 50 parts per million (PPM), and this is only measurable with safety engineering detection equipment, the following precautions will be employed:

C3.7.6.1.1. When powered material handling equipment (MHE) is used inside warehouses and storage buildings, the host industrial hygienist should be contacted to air sample for same operating parameters. These samplings should be done in both warm and cold weather operations.

C3.7.6.1.2. If carbon monoxide in excess of 50 PPM is detected in any building, the building must be evacuated. DRMO personnel will not be permitted back until the source of carbon monoxide is found and corrected.

C3.7.6.2. *Cold Weather Work.* Exposure to cold weather can cause the following:

C3.7.6.2.1. Frostbite - Crystallization of tissue fluids in the skin or subcutaneous tissues. Cause is prolonged exposure to cold, and usually wetness, in temperatures just above freezing to about 50 degrees F. Edema, tingling, itching, and severe pain may occur, followed by blistering and ulceration.

C3.7.6.2.2. Chilblains - An inflammatory swelling or sore produced by exposure of the feet or hands to the cold.

C3.7.6.2.3. Raynaud's disease - repeated exposure to cold and prolonged vibrating (as in the use of hand tools) resulting in numbness and blanching of the fingers with loss of muscular control.

C3.7.6.2.4. Dry skin - conditions resulting from repeated exposures to dry cold. Hypothermia - Rapid, progressive mental and physical collapse that accompanies the chilling of the inner core of the body. First symptom is generally shivering.

C3.7.6.3. *Functional Testing of Excess/Surplus Property.*

C3.7.6.3.1. Functional testing of property is limited to common type items such as vehicles office machines, household/kitchen appliances, hand tools, floor polishers, vacuum cleaners, etc.

C3.7.6.3.2. Items with Supply Condition Code "F" and Disposal Code "9" or better may be tested. Items with Supply Code G, H, or S or disposal Code S or X will not be tested. Refer to C2.11. - Testing Electrical Equipment this chapter.

C3.7.6.3.3. Items with obvious defects such as broken or grayed wires, loose attachments, broken or cracked guards will not be tested.

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C3.7.6.3.4. No one will alter an item to allow it to be tested. This includes DRMO EMPLOYEES AND CUSTOMERS.

C3.7.6.3.5. DRMO escort personnel will be present when customers are conducting the tests to ensure safety procedures are followed.

C3.7.6.3.6. DRMS and/or host activity safety personnel must adhere to the appropriate safety precautions pertaining to the items being tested.

C3.7.6.3.7. Electrical items are allowed to be plugged into a 15 amp GFCI equipped circuit only.

*C3.7.6.4. Housekeeping:*

C3.7.6.4.1. Good housekeeping is important to mishap prevention. It is proven that good housekeeping accompanies low mishap rates. Good housekeeping also improves morale.

C3.7.6.4.2. These are examples of poor housekeeping and their mishap potential:

C3.7.6.4.2.1 Loose objects on the floor and stairs - tripping hazards.

C3.7.6.4.2.2 Slippery material on the floor and stairs - slips and falls.

C3.7.6.4.2.3 Loose objects overhead - falling objects.

C3.7.6.4.2.4 Large objects out of place - may strike employees.

C3.7.6.4.2.5 Protruding nails - punctures, scratch.

C3.7.6.4.2.6 Rubbish, trash, hazardous materials - fire.

C3.7.6.5. Good housekeeping must be a part of any plan of operation and must be part of an individual's job responsibility.

*C3.7.6.6. Manual Handling of Equipment:*

C3.7.6.6.1. The preferred method for the manual movement of large, heavy cumbersome, or rough material is by MHE. Using two or more employees to lift heavy objects is to be considered only as a last resort.

C3.7.6.6.2. Any property, which exceeds 50 pounds, or is not easily handled by one person, will be moved or lifted by means of MHE or by two or more employees. The maximum lifting limit per person is 50 pounds.

*C3.7.6.7. Out-Loading and Off-Loading of Property:*

C3.7.6.7.1. It is a DRMS policy that DRMOs will out-load property for customers as

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a condition of sale when the following conditions are met:

C3.7.6.7.1.1 Availability of MHE of the right type and size to safely lift and load the property onto the customer's vehicle.

C3.7.6.7.1.2 Availability of trained and licensed MHE operators.

C3.7.6.7.1.3 Availability of proper terrain at the out-loading locations.

C3.7.6.7.2. The DRMS shall have the Personal Protective Equipment, and personnel certified in its use when required to handle hazardous or toxic materials.

C3.7.6.7.3. DRMO employees will not climb or stand on customer's vehicles during out-loading or off-loading operations. Forklifts may be driven onto vehicles provided the floor of the vehicle is smooth, free of debris, and strong enough to support the weight of the forklift and its load. During all loading operations, the wheels of the vehicle must be chocked.

C3.7.6.7.4. During off-loading and out-loading, vehicles will have the motor off, parking brake set, wheels chocked and personnel will not be allowed in or on the vehicles.

C3.7.6.7.5. During the tailgate loading process, an observer/spotter must be used to ensure that no damage results in the process. The observer/spotter should be a government employee.

*C3.7.6.8. Property Stored Above Eye Level:*

C3.7.6.8.1. It is frequently necessary at DRMOs to store and stack property through the use of approved storage racks or storage aids, sometimes three or four pallets high.

C3.7.6.8.2. 29 CFR 1910.29 requires the use of mobile work platforms or mobile ladder stands in these situations. This equipment is usually made of tubular welded frames with wheels or casters for ease of movement.

C3.7.6.8.3. Extension ladders are not authorized for access to property stored above eye level.

*C3.7.6.9. Recontainerization and Over packing of Chemicals, Pesticides, or other Hazardous Materials:*

C3.7.6.9.1. Generally, DRMO personnel will not perform recontainerization/over packing of chemicals. Host installation or service contractor personnel who have the equipment necessary to perform the work and have been specially trained to perform these

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tasks in a safe manner, may accomplish such work.

C3.7.6.9.2. Should it become necessary for a DRMO to perform a recontainerization or over pack pesticides, chemicals or other dangerous material, the DRMS Safety and Health office shall be contacted. PPE requirements will be determined on a case-by-case basis by the DRMS Safety and Health officer.

C3.7.6.9.3. Additional guidance on over packing and spill procedures are contained in DRMS-I 6050.2, Instructions for Environmental Compliance for the DRMS Hazardous Property Program.

C3.7.6.10. *Remote Operations:*

C3.7.6.10.1. Precautionary measures and procedures will be instituted for remote operations in order to prevent and prepare for medical emergencies and injuries requiring immediate medical attention. Operations in any of the following work environments are included:

C3.7.6.10.1.1 DRMO facility having remote or isolated work areas.

C3.7.6.10.1.2 RIPL work-site occupied full-time or part-time by DRMS personnel.

C3.7.6.10.1.3 One person operations:

C3.7.6.10.2. When workload permits, two or more employees will be dispatched to these work sites. When two or more employees cannot be sent, at least one of the following control mechanisms must be implemented, in order to protect the single employee.

C3.7.6.10.2.1 The employee will contact his/her supervisor upon arrival at the remote work-site, and hourly thereafter. This may be accomplished by telephone or portable communication equipment.

C3.7.6.10.2.2 A procedure will be established by the supervisor to ensure the employee's whereabouts are checked hourly throughout the day. This may be accomplished with the assistance of the host installation or portable communication equipment.

C3.7.6.10.2.3 Under most circumstances, a single employee shall not be permitted to perform any work considered hazardous or dangerous. Such operations include, but are not limited to, the use of MHE, cranes, shears, balers, shredders, strippers, torch cutting and sites that have physical custody of hazardous property. Only in the case of adverse mission impact can a single employee be permitted to perform basic loading and unloading of a customer's conveyance. In this instance, the following conditions must be met prior to work commencing.

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C3.7.6.10.2.3.1 A second DOD employee (designated host installation personnel, etc.) agrees to act as the “2<sup>nd</sup> man” or “spotter”. This requires the single DRMS employee to provide the DOD employee local orientation training, including locating and operating emergency communication equipment and a general review of contingency procedures. Additionally, the DOD employee must commit to remain visibly present and remain an active observer.

C3.7.6.10.2.3.2 The single DRMS employee must not stage property directly into location while being observed by the designated spotter. (This removes the temptation to move the property after the spotter has departed.)

#### C3.7.6.11. *Thermal Stress:*

C3.7.6.11.1. Prolonged exposure to working environments in a high temperature atmosphere can produce the following adverse conditions:

C3.7.6.11.1.1 Heat cramps usually occur in employees who are exposed to prolonged high temperature and who drink great amounts of water. Excessive sweating occurs, depleting the body of its normal salt supply. Heat cramps in a person produce severe muscle cramps in the abdomen and legs, faintness, dizziness, and exhaustion.

C3.7.6.11.1.2 Heat exhaustion is characterized by excessive pooling of blood in the vessels of the skin from the body’s effort to reduce its temperature. In case of heat exhaustion, the employee may feel weak and nauseated; with the skin becoming pale and clammy. These symptoms are usually accompanied by considerable perspiration and faintness. The body temperature is usually normal, or slightly above normal. Vomiting may occur, but unconsciousness is rare.

C3.7.6.11.1.3 Heat stroke (sun stroke), the most severe of the heat related conditions, is not necessarily the result of exposure to the sun. However, it does occur more frequently on hot humid days. Physical exertion is a contributing factor. Heat stroke results from a disturbance of the body’s temperature regulation, with fever and often collapse occurring. The body temperature will often rise to 105 or 106 degrees F. This factor alone makes heat stroke a dangerous situation. Other symptoms may include: dry or red and hot skin and rapid strong pulse; convulsions or unconsciousness.

C3.7.6.11.2. Control of the physical working environment is the first consideration to be given to control employee exposure to excessive heat. This control is best accomplished by improved ventilation, more effective cooling systems and a possible modification of employee work patterns during periods of excessive heat. For example, work normally accomplished in the afternoon in areas of excessive heat will be scheduled in the morning, when the temperature is cooler. In areas where there are normally extended period of time of high temperatures the DRMO may provide their employees with ice and chilled

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drinking water.

C3.7.6.12. *Warehouse Markings.* Guidance for floor markings is found in OSHA, EPA, and DRMS manuals (Environmental). When floor markings become worn or deteriorated or are no longer readily identifiable, they will be repainted following OSHA and environmental guidance.

C3.7.6.13. *Facility Inspections.* DRMOs are required to schedule the following safety and industrial hygiene inspections as stipulated in their Interservice Support Agreement (ISA) with their host:

C3.7.6.13.1. *Safety inspections.* A comprehensive safety inspection of the DRMO must be conducted annually.

C3.7.6.13.2. *Industrial Hygiene Inspections.* A comprehensive industrial hygiene inspection of the DRMO must be conducted annually. If the host industrial hygiene department determines an annual inspection is not required, the DRMO may submit a waiver to DRMS-WS (Section 4, Supplement 1, Safety, Enclosure 3). The Industrial Hygienist must indicate the frequency of surveys and the reasons for determining or classifying the DRMO as requiring an inspection other than annually. The Industrial Hygienist and the DRMO Chief/Site Manager/Supervisor must sign the waiver indicating that the Industrial Hygienist will immediately review any personnel change, equipment change or process change.

C3.7.6.13.3. DRMOs must ensure that quarterly radiation surveys are conducted by the host Radiation Protection Officer or designate. These surveys are to include shipping and receiving areas; DEMIL areas; and the scrap yard. Any radioactive materials identified during these surveys are to be immediately returned to the generator.

C3.7.6.13.4. DRMOs are required to conduct monthly walk-around safety self-assessments and record the results on the DRMS Worksite Checklist Form 2000. Completed checklists are to be maintained at the DRMO.

C3.7.6.13.5. Copies of the host inspections are to be forwarded to the Safety and Health Office, DRMS, headquarters, DRMS-WS, for review. The DRMO is responsible to correct all deficiencies identified during the inspections.

C3.7.6.14. *Contractors.* Many different contract partners assist DRMS in providing disposal services. The contractor is responsible for the safety and health of their employees and protection of the public at contractor facilities. This paragraph is applicable to those DRMS contractors directly supporting, receiving, storage, RTDS and disposal functions and not support services contractors such as janitorial and copier maintenance. Contracts where the contractor operates on-site may have provisions that provide government furnished equipment (GFE) and facilities (GFF). Additionally, DRMS personnel work at contractor facilities while performing COR/COTR surveillance, inspections, etc.

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When managing or monitoring our contracted partner's performance, follow these DRMS Safety and Occupational health (SOH) Program guidelines:

C3.7.6.14.1. Contractors performing on a DOD installation. Generally, each contract has provisions that require the contractor to comply with all Federal, State, Local, host nation, and installation safety and health regulations. During the transition or phase-in period of a new contract, it is important to provide the contractor's management team with a DRMS SOH overview. The COR/COTR shall provide the overview. Other personnel such as the DRMO safety Monitor may assist, as necessary. The overview should include a review of the SOH related contract clauses; sites-specific contingency and emergency procedures; local GFE and GFF storage, operational and host installation Safety Program. The contractor is to provide the COR/COTR with a copy of the contractor's Safety Program, to include all aspects of safety, at a minimum:

- C3.7.6.14.1.1 MHE program
- C3.7.6.14.1.2 Safety inspections
- C3.7.6.14.1.3 Industrial hygiene program
- C3.7.6.14.1.4 Noise control program
- C3.7.6.14.1.5 Hazardous Communication Program
- C3.7.6.14.1.6 Emergency response program
- C3.7.6.14.1.7 Training Program
- C3.7.6.14.1.8 Fire extinguisher program/Training
- C3.7.6.14.1.9 Accident Prevention Program (Mishap Reports, Mishap Investigation reports, etc)
- C3.7.6.14.1.10 Personal Protective Equipment Program

C3.7.6.14.2. The COR/COTR is to conduct with the contractor a reciprocal review of the DRMO/RIPLs Safety program and Hazardous Communication Program.

**NOTE:** The contractor is required to have a written HCP if they manage any DOD chemical, or introduce any of their own chemicals into the workplace.)

C3.7.6.14.3. The COR/COTR shall document the reciprocal overviews by preparing a memorandum for record (MFR) for the COR/COTR file. The contracting officer shall be notified immediately if there are any issues that cannot be addressed at the local level. During the course of the contract, DRMS personnel shall monitor the contractor's safety performance as directed by the contracting officer. A reference sheet is provided at See Section 4, Supplement 1, Safety, Enclosure 4.

C3.7.6.14.4. DRMS personnel working at contractor facilities. Again, each contract has provisions that require the contractor to comply with all Federal, State, local and host nation safety and health regulations. DRMS personnel that are at the contractor's demilitarization, demanufacturing, HW/HM recycling and disposal, etc., are not to assume the role of an OSHA inspector. The focus of this portion of the DRMS SHO Program is to protect

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the safety and health of the DRMS personnel entering the contractor's facility. Accordingly, DRMS personnel should anticipate the contractor providing a safety overview if there are any hazards present. If the contractor declines to provide a safety overview and the COR/COTR feels there are hazards present, the matter shall be elevated to the contracting officer. The overview should include a review of the hazards present; site-specific contingency and emergency procedures; personal protective equipment (PPE) availability and usage; and the contractor's HCP, if applicable. Generally, the contractor would be required to have a written HCP if they have employees and any chemicals present in the workplace. The COR/COTR shall document the overview by preparing a MFR for the COR/COTR file. The MFR shall identify the workplace(s) evaluated, date, DRMS employees present, name and title of contractor representative providing overview and a summary of the overview content.

**NOTE:** OCONUS DRMS personnel shall coordinate with the DLA Europe and Pacific safety office to determine what host nation requirements are applicable and for translation assistance, where necessary.

C3.7.6.14.5. The supervisor or site leader of an employee working at a contractor facility shall provide for the employee's safety just the same as at a DRMO/RIPL worksite:

C3.7.6.14.5.1 Ensure that the pertinent aspects of the safety overview at the contractor's facility are documented.

C3.7.6.14.5.2 Ensure that when PPE is required, it is provided at DRMS expense. Additionally, employees shall be trained on the proper use and care of PPE. The supervisor or site leader will certify in writing that the employee received and understood the required training, with the name of each employee trained, the date of the training, and the subject of the certification.

**NOTE:** PPE and Hazard Assessment certification forms can be found on the [DRMS Safety and Health web page](#).

### C3.7.7. Storage and Handling

C3.7.7.1. *Ammunition, Explosives, and Dangerous Articles (AEDA)*. Although physical custody of AEDA by a DRMO is prohibited, occasionally items of this nature are mixed with items turned in for disposal. The DEMIL safety and reporting procedures of Section 2, General Processing, Chapter 4, Demilitarization Program, should be reviewed prior to and complied with during any DEMIL operation. Some DRMOs have used ammunition and artillery items as office displays, paperweights and doorstops. The use of munitions list items 9MLIs) for these purposes is not permitted. Even categories III, IV, and V items that have been certified as "inert" must be demilitarized according to the provision of DOD 4160.21-M-1.

### C3.7.7.2. *Batteries*

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C3.7.7.2.1. Whenever possible, batteries will have a cover over the anodes and cathodes to prevent any cross sparking. DRMO personnel handling batteries shall wear proper PPE to include splash-proof goggles, face shield, acid proof gloves, aprons, boots, and use battery carriers. Emergency eyewash and showers will be available near the battery storage areas.

C3.7.7.2.2. MHE batteries will be charged while remaining on the equipment. Proper charging areas will be designated; marked and appropriate battery charging equipment will be used. Barriers will be placed around the battery charging equipment to prevent damage by the MHE. Personal Protective equipment will include all in (C3.6.7.2.1. above) and be placed neatly in the immediate area of the battery chargers. DRMO personnel will never remove and replace MHE batteries.

C3.7.7.3. *Chemical Compatibility.* Extreme care must be exercised in the storage, and/or handling of chemicals. For DRMS policy on storage compatibility, refer to Section 2, General Processing, Chapter 1, Logistics Program (C1.12.2.2.2.).

#### C3.7.7.4. *Compressed Gas Cylinders*

C3.7.7.4.1. DRMO personnel will not have owner markings obliterated, or torch cut, mutilate, or crush compressed gas cylinders. Residual amounts of gas could remain in these cylinders and can be very dangerous.

C3.7.7.4.2. Although compressed gas cylinders may be listed as being “empty” when they are received at the DRMO, they must be handled and stored as “full” cylinders. Valve protection caps, where cylinders are designed to accept caps, must be in place. If the cylinder(s) have been devalved or have visible hoses they can be considered empty. Oxygen cylinders in storage must be separated from fuel cylinders.

C3.7.7.4.3. Consult MIL-STD-101, Color Code for Pipelines and for Compressed Gas Cylinders and DLA1 4145.25, Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders, for additional information.

#### C3.7.7.5. *Organic/Inorganic Peroxide and Ether Chemicals:*

C3.7.7.5.1. Organic and inorganic peroxide are strong oxidizers and will cause spontaneous combustion when brought into contact with combustible and metallic substances. Organics peroxides are also heat and shock sensitive. Even the more commonly known hydrogen peroxide (obtainable at most drug stores in weak concentrations) exhibits these same characteristics.

C3.7.7.5.2. As these peroxide chemicals age, many decompose into substances that are heat and shock sensitive and can explode. Additionally, most ethers such as ethyl,

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benzyl, isopropyl, and butyl ether, dioxane and tetrahydrofuran will, upon exposure to air, combine with oxygen to form peroxides that can detonate.

C3.7.7.5.3. This family of chemicals can become very dangerous to handle and must be treated with great care and caution. Explosive Ordnance Disposal (EOD) personnel, due to age and the danger of explosion, will destroy organic peroxides, ether, and partially used containers of ether.

C3.7.7.5.4. DRMS will not accept custody of these items because of their high potential for spontaneous combustion and explosion. However, if through error such items are received, the above listed cautions will be observed. If assistance is needed, call the host or DRMO Industrial Hygienists.

C3.7.7.5.5. Organic peroxides are considered to be carbon-based chemicals that contain the characteristic peroxide oxygen-oxygen bond. The primary types of peroxides that could be stored at some DRMOs are hydro peroxides (R-O-O-H) and dialkyl peroxides (R1-O-O-R2), where the R1 and the R2 are alkyl moieties. There are some other types of peroxides that have been identified, such as alkyl peroxides, poly peroxides, peroxyesters, alkylidene peroxides, peroxyacids, and cyclic peroxides.

C3.7.7.5.6. Some organic chemicals, that spontaneously form peroxides by free radical reactions of the hydrocarbon with molecular oxygen during autoxidation, can be initiated by light or contaminants. Some of the most notorious peroxide formers are: acetyls, certain allylic alkenes, chloro and fluoroalkenes, dienes, aldehydes, amides, lactams, urea's, some alkylarenes, ketones, vinyl monomers, and some alcohols. The rate of peroxidation is considered to be a function of the parent chemical. The risk of hazardous peroxidation is generally decreased with an increase of the molecular weight of the chemical. Peroxidation can be accelerated by exposure to heat, light, and oxygen or air.

C3.7.7.5.7. A recommended guidance for the minimum concentration of peroxides in solution on organic chemicals is in the range of 0.005-1.0% as hydrogen peroxide. In most industrial hygiene peroxide programs, a concentration of 100 ppm of peroxides is used as a control point. It has been proposed, from a theoretical perspective, that it should be impossible for most solutions of <1% peroxides to explode. Normally, dilute solutions of peroxidizable chemicals do not usually use a peroxide hazard. Recommendations:

C3.7.7.5.7.1 If any ether or other volatile peroxide formers are being stored in a refrigerator, it must be spark proof.

C3.7.7.5.7.2 If there are any questions concerning suspicious organic chemicals or chemicals, in general, the host industrial hygienist must be contacted first.

C3.7.7.5.7.3 Sealed containers of hazardous materials that have failed the RTDS within the appropriate time, should be disposed as soon as possible, unless assurance

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that the hazardous material contains no peroxide forming ingredients.

C3.7.7.5.7.4 If any peroxidizable organic chemicals are received by the DRMO, the containers must be dated when they were received.

C3.7.7.5.7.5 All peroxide formers (peroxidizable organic chemicals) should be stored in sealed, air-impermeable containers.

C3.7.7.5.7.6 Diethyl ether should be stored in steel containers because the iron tends to neutralize peroxides.

C3.7.7.5.7.7 A responsible person should maintain an inventory of peroxidizable chemicals or establish a general chemical inventory to indicate which chemicals are subject to peroxidation.

C3.7.7.5.7.8 Any chemical with peroxide content of  $\geq 100$  ppm should be disposed of.

C3.7.7.5.7.9 Before the DRMO receives physical custody and accountability of any hazardous material that could be peroxidizable, the receiver must ensure that the host industrial hygienist has certified through any valid peroxide detection method (i.e., iodine detection, ferrous thiocyanate, or redox dip strips), the containers are peroxide free or less than the recommended value.

#### C3.7.7.6. *Radioactive Property*

C3.7.7.6.1. Materials containing low level radioactive materials are mistakenly being transported to our DRMOs and consequently, transported to our demanufacturing facilities. In most cases, the outer shipping containers have visible radioactive emblems indicating they contain radioactive sources. The problem becomes even more difficult should any of these items contaminate a smelter. DRMO personnel are neither trained nor qualified to handle low-level radioactive commodities. The following procedures are to be taken when radioactive material is discovered at the DRMO or accidentally shipped to a contractor:

C3.7.7.6.1.1 Ensure the Inter-services Support Agreement includes quarterly radiation inspections by a qualified person from the host. This can be a Radiation Protection Officer, safety professional, or an industrial hygienist.

C3.7.7.6.1.2 Ensure the DRMO receives these quarterly inspections. This may prevent a small piece of radioactive material from becoming a large pile of radioactive scrap.

C3.7.7.6.1.3 Look at the receiving documents closely for any labels, signs, etc., which may indicate low-level radioactive material. Insure the turn-in documents are properly certified.

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C3.7.7.6.1.4 Return any material to the generator flagged by DAISY (or detected) that indicates the material contains a radioactive source.

C3.7.7.6.1.5 File a Situation Report (SITREP) for any radioactive material inadvertently entering the DRMO. This includes those items returned to the generator. Be able to provide an NSN number, a copy of the DTID and if possible, any test results taken by the Radiation Protection Officer.

C3.7.7.6.1.6 Follow all guidance pertaining to R/T/D and S of radioactive commodities, written in DOD 4160.21M.

C3.7.7.7. Should Low Level Radioactive Material (LLR) inadvertently be shipped to a contractor facility:

C3.7.7.7.1. Have the COR/COTR of the contractor notify DRMS Safety and Health Office within 24 hours of discovery.

C3.7.7.7.2. The COR/COTR will contact the DRMS Safety and Health Office and the SCO for assistance towards determining the health risks of the material. The COR will provide the safety office with the NSN, item description, generating DRMO, and the level of radioactivity.

C3.7.7.7.3. The DRMS Safety and Health Office, in conjunction with the contractor, will determine whether the material is to be returned to the generator, processed or shipped to a disposal site. Any special handling requirements will be determined.

C3.7.7.7.4. If the material is to be returned to the DRMO, the COR will contact the DRMO to determine the correct shipping and labeling instructions. The DRMO will contact the generator to make transportation arrangements.

C3.7.7.8. *Monthly Safety Meetings:*

C3.7.7.8.1. DRMOs will conduct and document monthly safety meetings.

C3.7.7.8.2. Topics of discussion will be the responsibility of the DRMO Chief and the Safety Monitor.

C3.7.7.8.3. Safety meetings may be held in conjunction with monthly (or weekly) staff meetings.

C3.7.7.8.4. All safety meetings will be documented using attendance rosters, which include the safety meeting topic.

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C3.7.7.8.5. It will be the DRMO Chief's responsibility to ensure attendance of all employees working at the DRMO and their offsite branches.

C3.7.7.8.6. Monthly Safety meetings are mandatory. It provides the DRMO an opportunity to discuss any safety related matters in an open forum manner. It should also allow the DRMO Chief or the Safety Monitor to discuss host related requirements or issues presented at the host safety meetings.

C3.7.7.8.7. Topics for good safety meetings are located on the DRMS Safety and Health Web page (Safety Smart). Other matters, which would provide good conversation, would be discussion over job performance (hazard assessments), PPE, and even away from work topics (hiking, biking, etc.).

*C3.7.7.9. Walk around Safety Inspections:*

C3.7.7.9.1. The Safety Monitor or DRMO Chief will conduct monthly DRMO facility walk around inspections. The DRMS Form 2000 is a very good reminder as to what to look for. Either the Safety Monitor or the DRMO Chief should sign these inspections. Offsite locations (RIPLs, etc.) will be included. The safety monitor or DRMO Chief (or inspector designate) does not have to be a professional to observe and report unsafe working conditions or unsafe acts. These should be written down, reported, and corrected.

*C3.7.7.10. CPR Training*

C3.7.7.10.1. The DRMO will ensure that there is at least one person for every 25 employees trained in Cardio Pulmonary Resuscitation (CPR). Additional employees will be trained as alternatives because of vacations, TDY, etc. CPR responders will be provided Hepatitis vaccinations at government expense. Please refer to the section on First Aid and the [DRMS Web Site](#) for additional information on CPR requirements.

**C3.7.8. Industrial Hygiene**

*C3.7.8.1. General*

C3.7.8.1.1. Industrial Hygiene is that science devoted to the recognition, evaluation, and control of those environmental factors or stresses arising in or from the workplace which may cause sickness, impaired health, and well-being, or significant discomfort and inefficiency among workers or among the citizens of the nearby community.

C3.7.8.1.2. The environmental stress in the workplace that influence the health of the worker are chemicals in the forms of liquids, dusts, fumes, mists, vapors, and gases; physical agents, such as ionizing radiation, lasers, microwaves, noise, vibration, extremes of temperature and illumination, biological agents, such as insects, molds, fungi, and bacteria; and ergonomic factors including monotony, repetitive motion, and fatigue.

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#### *C3.7.8.2. Industrial Hygiene Principles*

C3.7.8.2.1. Everyone at the DRMO should be alert to the potential health hazards in day-to-day operations. If something is observed which could become a health hazard, employees are urged to immediately contact their host safety and industrial hygiene departments.

C3.7.8.2.2. The host industrial hygiene department should conduct comprehensive annual evaluations of all potential workplaces. These evaluations may be conducted on other intervals, provided the industrial hygiene department stipulates the reasons, and the DRMO submits an Industrial Hygiene waiver to DRMS Safety and Health Department.

C3.7.8.2.3. The industrial hygienist will investigate all industrial operations, chemicals being used, and provide a professional judgment as to the health hazard associated with that chemical. Any potential physical or biological exposures shall be evaluated in accordance with applicable DOD and OSH standards. These results will be used as a baseline assessment to determine possible abatement or required Personal Protective Equipment.

C3.7.8.2.4. Problems of a technical nature or associated with Industrial Hygiene shall be referred to the host industrial hygienist or to DRMS Safety and Health Manager.

#### *C3.7.8.3. Industrial Hygiene Records*

C3.7.8.3.1. The DRMO will maintain all records associated with annual inspections, and personal monitoring. Industrial Hygiene monitoring and survey data will be forwarded to DRMS Headquarters in the event of closures or reassignment.

#### *C3.7.8.4. Health Hazard Inventory*

C3.7.8.4.1. A Local Health Hazard inventory or similar to (LOHHI) must be developed to ensure an effective occupational health program. The inventory should consist of the name of the installation, activity, directorate, work location, date the information was collected, name of the evaluator, name of the operation, potential exposures, controls, name of people involved, and relevant follow-up actions and recommendations. This information should be compiled from onsite inventories. The information obtained is used to establish medical surveillance, health education, and personal protective equipment.

C3.7.8.5. Medical Surveillance. Employees will be considered for medical surveillance if exposed to chemicals or environmental factors which are one half of the OSHA PEL.

C3.7.8.5.1. Hearing Conservation. Engineering controls will be considered the

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primary means to protect personnel from the hazards of noise. Engineering controls of noise should be assessed and implemented where the technology exists and where economically feasible.

C3.7.8.5.1.1 Any new equipment purchased should have the lowest noise emission levels technologically and economically feasible.

C3.7.8.5.1.2 Acoustics shall be included in developing criteria from which plans and specifications for all new facilities are developed.

C3.7.8.5.1.3 The proper use of hearing protective devices will be purchased and worn in accordance with the industrial hygiene recommendations.

C3.7.8.6. *Vision.* Occupational eyewear has been discussed. Further instruction is given in the Safety and Health Web site.

C3.7.8.7. *Ionizing Radiation.* The DRMO will not accept physical custody of any radioactive materials. Should any radioactive materials inadvertently arrive at the DRMO, the DRMO Chief should immediately contact the host Radiation Protection Officer. If radioactive material is shipped from another DRMO, the radioactive material is to be returned to the shipper. While awaiting shipping or waiting shipping instructions, the material is to be placed in an isolated area of the DRMO (if the host Radiation Protection Officer does not have the storage space). Any questions pertaining to shipping, storage, etc., should at first be directed towards the host Radiation Protection Officer. DRMS Safety and Health should be immediately notified.

C3.7.8.7.1.1 DRMOs should obtain an ISA with their host Radiation Protective Officer to ensure that at least 4 radiation surveys of the DRMO are performed per year. These radiation surveys are to be performed as quality control, only.

C3.7.8.7.1.2 Some DRMOs have radiation gate monitors to detect radioactive materials in their scrap. The purpose of these monitors is to ensure any scrap shipments to a foundry or commercial scrap yard are free of radioactive materials. These monitors are the same used in commercial scrap yard facilities and smelters. Should any problems occur with the gate monitor, contact the DRMS Safety and Health Office.

### C3.7.9. Occupational Medicine Service

C3.7.9.1. *Purpose.* DRMS will ensure that occupational medicine services are available or provided for employees at risk of health effects due to workplace exposures, or for employees being placed in positions requiring medical fitness determinations.

C3.7.9.2. *Scope.* The Safety and Occupation Health Officer (SOHO) will assist commanders and directors in arranging for occupational medicine services to be provided

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by DRMS health staff and by ISA or MOU with host military health staff. Overseas organizations will follow contract or Host Nation rules regarding Local National Employees. Employee wellness programs and services not related to workplace exposures are not part of occupational medicine services and are not covered in this program.

C3.7.9.3. *Confidentiality.* Confidentiality of medical data will be maintained at all times in accordance with DOD Directive 5400.11, "Department of Defense Privacy Program," (reference 28), and DOD Instruction 6055.5, "DOD Industrial Hygiene and Occupational Health". An EMFS (Employee Medical File System) Manager will be appointed in accordance with DOD 6055.5. In DRMS the EMFS is the lead Occupational Health Nurse. The EMFS Manager may authorize medical data access to other members of the Occupational Health Program staff as necessary to perform his/her duties.

#### C3.7.9.4. *Examinations*

C3.7.9.4.1. Medical Surveillance for Workplace Exposures. Medical examinations will be provided where the industrial hygiene evaluations have found the potential for work-related adverse health effects, or where required by OSHA standard (DODI 6055.5, reference 7). The protocol for each medical examination will be based on DOD 6055.5-M, Occupational Medical Surveillance Manual (reference 8), in consultation with the health staff providing the examination. At no time will Shoos make medical determinations concerning the actual exam protocols to be utilized nor evaluate the results medically.

C3.7.9.4.1.1 Baseline examinations will be performed to provide baseline measurement for comparison to periodic measurements in the detection of early or sub-clinical health effects.

C3.7.9.4.1.2 Periodic occupational medical examinations will be offered to detect early or sub-clinical health effects. Abnormal findings will be used to evaluate and treat the individual employee, and will be provided to industrial hygiene for workplace evaluations to prevent further workplace exposures to this or other employees.

C3.7.9.4.1.3 Termination of exposure examinations will be offered when the employee's exposure to a specific hazard has ceased due to employee reassignment, changes in existing work processes, or termination of employment. DOD 6055.5-M (reference 8) identifies required termination of exposure examinations.

C3.7.9.4.1.4 Termination of employment examinations is required by OSHA standards for more chronic exposures to document employee's health condition upon leaving the current employer (e.g., 29 CFR 1910.1001, Asbestos [reference 18]). These examinations will be offered at termination of employment to all employees who have previously been offered periodic examinations. When the most recent periodic examination is less than one year old (at the effective termination date), it may serve as the termination examination.

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C3.7.9.4.2. **Fitness and Risk Determination.** Fitness medical examinations are provided to ensure an employee is capable, from a medical standpoint, of performing specific tasks with or without reasonable accommodation, without placing the individual or someone else at risk of significant harm. The content of pre-placement and periodic examinations will be determined for each position by the workplace supervisor and the Human Resources office, with the assistance of the occupational medicine staff. Supervisors and Human Resources will review the results of the fitness and risk determination prior to placing an employee in a position with medical requirements.

C3.7.9.4.3. **Certified Temporary Medical Condition.** Employees should notify the occupational medicine staff about their certified temporary medical condition (e.g., pregnancy, broken arm, etc.) as early as possible so an initial assessment of their work environment and assignment can be made. Where necessary and justified, specific job limitations should be recommended after coordination with the employee's private physician.

C3.7.9.4.4. **Administrative examinations or evaluations** will be offered as necessary and in accordance with appropriate regulations. Such examinations will be requested and justified in writing by management officials through Human Resources channels. Human Resources officials and the SOHO will ensure that such examinations are not used abusively.

C3.7.9.4.5. **Employee Participation.** Employees may decline to participate in any medical examination offered however; their nonparticipation may result in reassignment or personnel action if they are otherwise unable to demonstrate that they are medically fit for the hazards, exposures, and duties of their position. The SOHO may require declining employees to sign a statement that a medical examination was offered but the employee declined.

#### *C3.7.9.5. Medical Treatment*

C3.7.9.5.1. **Emergency medical treatment.** Supervisors will ensure that immediate first aid and medical care are provided to an injured employee.

C3.7.9.5.1.1 **At locations with medical treatment capability,** emergency treatment will be provided for all DRMS employees, contractors, and visitors in accordance with locally developed procedures.

C3.7.9.5.1.2 **At locations without medical treatment capabilities,** emergency treatment will be provided by outside sources (e.g., contract, local emergency medical services).

C3.7.9.5.1.3 **At contractor-operated facilities,** first time emergency medical treatment of injuries may be provided by the contractor.

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#### **C3.7.9.5.2. CPR and first aid training**

C3.7.9.5.2.1 All DRMS workplaces regardless of distance from an infirmary, clinic or hospital, will provide CPR and first aid training and response for employees. For those workplaces, 1 in 25 must be trained in first aid and a sufficient number must be trained in CPR. The determination of sufficiency is up to the DRMS commander.

C3.7.9.5.2.2 Non-emergency medical treatment. DRMS will offer medical diagnosis and treatment to employees for occupationally related health conditions. Employees will be advised that they have the option of selecting health care provided by DRMS or their own private provider.

#### **C3.7.9.5.3. Medical Treatment Evaluations:**

C3.7.9.5.3.1 Supervisors may encourage, but not require, employees to report injury/illness to DRMS-provided medical services before seeking medical care from their own health care provider.

C3.7.9.5.3.2 Employees who become injured or ill because of an occupational incident or exposure are expected to report to DRMS-provided medical service facility, as soon as possible, for evaluation and documentation in the employee's medical folder of the event. The necessary treatment is offered appropriate to the problem, but the worker has the option of receiving treatment at the facility of his or her choice.

C3.7.9.5.3.3 Employees returning to a duty status from work related injury/illness should clear through the DRMS-provided medical service facility with documentation from his/her health care provider. This will help ensure it is safe for the employee to return to a specific work setting in order to avoid premature return to work and risk of aggravation of the injury/illness or re-injury to the employee.

C3.7.9.5.4. Treatment of non-occupational medical conditions. The occupational medicine physician, staff, or supervisor will refer employees to their private health care provider for definitive diagnosis and treatment of non-occupational medical conditions. The staff may provide, to the extent possible, any treatments requested in writing by the employee's private physician. Such written authorization must be renewed every 3 months. The occupational medicine physician must approve any exceptions to the above.

#### **C3.7.9.5.5. Flu immunizations may be offered to employees.**

C3.7.9.5.6. Travel immunizations. DRMS employees will receive appropriate immunizations at DRMS expense prior to official travel outside the United States. The Centers for Disease Control are the federal authority for recommending immunizations for each country visited (DOD Instruction 6205.2, "Immunization Requirements" [reference 29]).

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Current immunization recommendations are posted to the CDC web site at <http://www.cdc.gov>.

#### C3.7.10. Blood-borne Pathogens Program:

C3.7.10.1. *Purpose:* DRMS will protect employees who could be "reasonably anticipated," as a result of performing their job duties to face contact with blood and other infectious materials. DRMS will follow the requirements of 29 CFR 1910.1030, "Blood-borne Pathogens" (reference 21), as outlined in this enclosure.

#### C3.7.10.2. *Scope*

C3.7.10.2.1. OSHA's blood-borne pathogen rule applies to those people who are trained in CPR and first aid and are expected to provide assistance in an emergency, and any other employees who may be exposed to blood-borne pathogens as part of their job duties (such as, but not limited to: nurses, EMTs, ambulance drivers). See [Safety Toolbox](#). At the screen, scroll down to the Safety Toolbox. Open Blood borne Pathogens.

C3.7.10.2.2. Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. They also include any unfixed tissue or organ other than intact skin from a human (living or dead) and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures and HIV or hepatitis B (HBV)-containing culture medium or other solutions as well as blood, organs or other tissues from experimental animals infected with HIV or HBV.

C3.7.10.3. *Exposure Control Plan.* DRMS' plan identifies tasks and procedures as well as job classifications where occupational exposure to blood or other infectious material occurs without regard to personal protective clothing and equipment. This plan also specifies the procedure for evaluating circumstances surrounding exposure incidents. This plan is accessible to employees and available to OSHA. This plan is reviewed and updated at least annually and as necessary to accommodate workplace changes.

#### C3.7.10.3.1. Exposure Determination by Job Classification

##### C3.7.10.3.1.1 *ALWAYS EXPOSED* - General Position Titles:

C3.7.10.3.1.1.1 Nurse

C3.7.10.3.1.1.2 Contract Physician

C3.7.10.3.1.1.3 Emergency Response Team Members

##### C3.7.10.3.1.2 *SOMETIMES EXPOSED* - General Position Titles:

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- C3.7.10.3.1.2.1 Recreation Specialist
- C3.7.10.3.1.2.2 Designated First Aid/CPR Personnel
- C3.7.10.3.1.2.3 Firefighter
- C3.7.10.3.1.2.4 Contract Physical Security Specialist
- C3.7.10.3.1.2.5 Housekeeping

C3.7.10.3.1.3 *NOT EXPOSED* - General Position Titles

C3.7.10.3.1.3.1 All other employees

**NOTE:** Occupational exposure may occur to “*sometimes exposed*” employees when administering first aid, under “*Good Samaritan*” or “*Volunteer*” status.

C3.7.10.3.2. Exposure Control. DRMS activities will practice universal precautions, (treating body fluids/materials as if infectious) emphasizing engineering and work practice controls. 29 CFR 1910.1030 (reference 21) identifies specific exposure control procedures.

C3.7.10.3.3. Protective Equipment. DRMS activities will provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, gowns, masks, mouthpieces and resuscitation bags and must clean, repair and replace these when necessary. DRMS will provide non-latex gloves at no cost to employees with latex allergies. Gloves are now required for routine phlebotomies in volunteer blood donation centers.

C3.7.10.3.3.1 The employer must ensure that the employees observe the following precautions for handling and using personal protective equipment.

C3.7.10.3.3.1.1 Employees wear appropriate gloves when there is a potential for hand contact with blood, or other body fluids; or touching any object that is contaminated with fluids.

C3.7.10.3.3.1.2 Disposable (single use) gloves shall be replaced as soon as possible when contaminated or torn, punctured. They shall not be reused, or washed, but disposed.

C3.7.10.3.3.1.3 Utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised. They must be discarded if they are ripped, cracked, peeling, punctured or show any signs of deterioration.

C3.7.10.3.3.1.4 Employees are not to wear at work or go home in clothing that is penetrated with blood or other body fluids.

C3.7.10.3.3.1.5 Eyewear should be worn to protect against exposure, such devices are: goggles, glasses with solid side shields or chin-length face shields.

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C3.7.10.3.4. Cleaning procedures:

C3.7.10.3.4.1 DRMS has a written schedule for routine cleaning at headquarters and all off sites will keep a record when clean-ups are done.

C3.7.10.3.4.2 Supervisors will insure that contaminated work surfaces be decontaminated with a disinfectant when splashes, spills, or any contact with blood or other body fluids occur.

C3.7.10.3.4.3 Off sites should notify their host to accomplish the cleanup. At Headquarters clean up will be with approved solutions. Gloves must be used in all clean ups.

C3.7.10.3.4.4 Protective equipment should be handled with gloves. Contaminated equipment should be bagged and cleaned at the expense of the work place.

C3.7.10.3.5. Hepatitis B Vaccination. Vaccinations will be made available to all employees who have occupational exposure to blood or other infectious material within 10 working days of assignment, if in an Exposed or Potential to be Exposed classification, at no cost, at a reasonable time and place, under the supervision of licensed physician/licensed healthcare professional, and according to the latest recommendations of the U.S. Public Health Service (USPHS) or CDC. Vaccinations are not required to be provided where the employee has previously received the complete Hepatitis B vaccination series, where antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Employee participation in prescreening will not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. Should booster doses later be recommended by the USPHS, employees must be offered to them. See CDC Hepatitis B Guidelines at [Center for Disease Control](http://www.cdc.gov/hepatitis/b/guidelines).

C3.7.10.3.6. Post-Exposure Evaluation and Follow-Up. DRMS activities will refer to medical facility for evaluation suspected exposures to blood-borne pathogens to determine appropriate follow-up and treatment. Supervisors are required to report all incidents to the Safety Manager within 24 hours of the suspected exposure. Follow-up (by clinic and Safety) must include a confidential medical evaluation documenting the circumstances of exposure; identifying and testing the source individual if feasible; testing the exposed employee's blood if he/she consents; post-exposure prophylaxis if recommended by a licensed health-care provider; counseling and evaluation of reported illnesses. Healthcare professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for hepatitis B vaccination following the exposure. Information such as the employee's ability to receive the hepatitis B vaccine must be supplied to the employer. All medical diagnoses must remain confidential.

C3.7.10.3.7. Hazard Communication. Containers of regulated waste, refrigerators

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and freezers and other containers, which are used to store or transport blood or other potentially infectious materials will be affixed with warning labels including the orange or orange-red biohazard symbol. Red bags or containers may be used instead of labeling. Signs must be used to identify restricted areas with the potential of exposure to HIV and HBV, such as treatment rooms.

C3.7.10.3.8. Information and Training. Employees at risk of exposure to blood-borne pathogens will be trained in program requirements initially upon assignment and annually. Training must include making accessible a copy of the regulatory text of the standard and explanation of its contents, general discussion on blood-borne diseases and their transmission, exposure control plan, engineering and work practice controls, personal protective equipment, hepatitis B vaccine, response to emergencies involving blood and infectious materials, how to handle exposure incidents, the post-exposure evaluation and follow-up program, and signs/labels/color-coding. There must be opportunity for questions and answers, and the trainer must be knowledgeable in the subject matter. Laboratory and production facility workers must receive additional specialized initial training.

#### C3.7.10.3.9. Recordkeeping

C3.7.10.3.9.1 Medical records will be kept for each employee with occupational exposure for the duration of employment plus 30 years (DODI 6055.5, reference 7; 29 CFR 1910.1020, reference 21), must be confidential and must include name and social security number; hepatitis B vaccination status (including dates); results of any examinations, medical testing and follow-up procedures; a copy of the healthcare professional's written opinion; and a copy of information provided to the healthcare professional. Medical records must be made available to the subject employee, anyone with written consent of the employee, OSHA, and NIOSH. Medical records will not be made available to the employer except as approved by the employee. Disposal of records must be in accordance with OSHA's standard covering access to records.

C3.7.10.3.9.2 Training records must be maintained for 3 years and must include dates, content of the training program or a summary, trainer's name and qualifications, names and job titles of all persons attending the sessions.

C3.7.10.3.9.3 Where sharps are used a Sharps Injury Log must be maintained. All percutaneous injuries from sharps must be recorded and in a manner that assures confidentiality of the person is maintained at all times. The log will include: the type and brand of device involved in the incident, the department or work area where the exposure incident occurred, and an explanation of how the incident occurred.

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### C3.7.10.3.10. Declination Statement

Figure 5 - Declination Statement - Example

<b><u>DECLINATION STATEMENT</u></b>	
<p>The following statement of declination of hepatitis B vaccination must be signed by an employee who chooses not to accept the vaccine. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and the availability of the vaccine and vaccination free of charge to the employee. The statement is not a <b>waiver</b>; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.</p>	
<p>_____</p>	
<p>I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.</p>	
<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Date</p>

### C3.7.11. Tuberculosis Policy

#### C3.7.11.1. *References.*

C3.7.11.1.1. Mandatory TB Guidelines Workshop. Pathfinder Associates, Inc. (1994).

C3.7.11.1.2. Tuberculosis [online]. Please see [OSHA Tuberculosis Information](#).

C3.7.11.1.3. The Tuberculosis Detection and Control Program. Reg. 48-115 (Air Force 1994).

C3.7.11.1.4. Medical Services: Preventive Medicine. Reg. 40-5 (Army 1990).

C3.7.11.1.5. Tuberculosis Control Program. BUMEDINST 6224.8 (Navy 1993).

#### C3.7.11.2. *Purpose*

C3.7.11.2.1.1 To provide policy and responsibilities in the event that an employee is exposed to or develops tuberculosis.

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C3.7.11.2.1.2 In 1993, OSHA released a new report and set of guidelines for employees who work in high-risk areas such as health care, correctional and long-term facilities, homeless shelters, and drug treatment centers. This report was released in response to the re-emergence of TB in the mid 1980's (OSHA, 2000). TB is responsible for about three million deaths each year (OSHA, 2000). Contributing to the recent outbreaks are new drug resistant strains of *Mycobacterium tuberculosis*. Individuals particularly at risk have weakened immune systems.

C3.7.11.2.1.3 It is not mandated that DRMS, DLIS, DSIO have such a policy, however, OSHA policy nonspecifically refers to "*Federal agencies*" as being covered by the policy. The HDI Federal Center has nurses on staff to provide health care to the employees at these agencies; therefore, it is in the best interest of the agencies to have a general written policy on TB.

C3.7.11.2.1.4 The Army (Reg. 40-5), Air Force (Reg. 48-115), and Navy (BUMEDINST 6224.8) have detailed written policies regarding Tuberculosis. Depending upon the site location, these policies may be more appropriate.

C3.7.11.3. *Applicability and Scope*. This directive is applicable to all employees (military, civilian, contract, student and volunteer) at the HDI Federal Center and all DRMS activities.

#### C3.7.11.4. *Definitions*

C3.7.11.4.1. *TB* - Tuberculosis.

C3.7.11.4.2. *OSHA* - Occupational Safety and Health Administration.

C3.7.11.4.3. *Mycobacterium tuberculosis* - A bacterium that causes the infection known as tuberculosis, spread in the air by droplet nuclei when a person coughs, sneezes, talks, or spits (Mandatory Tuberculosis Guidelines Workshop, 1994). When an individual is infected with TB, symptoms may be either latent or active. During a latent stage infection, the individual shows no signs or symptoms of TB, as the immune system keeps the bacteria in check (Mandatory Tuberculosis Guidelines Workshop, 1994); however, 5-10% affected will develop into clinical or active TB. The CDC defines symptoms of active TB as "*sputum-producing cough, coughing up blood, weight loss, loss of appetite, lethargy/weakness, night sweats, [and] or fever.*" (OSHA, 2000).

#### C3.7.11.5. *Policy*

C3.7.11.5.1. When an employee presents with symptoms of active TB, as identified by the nurse on staff or by any other health care provider, that employee will not be allowed to work until given a physician's approval.

C3.7.11.5.2. The diagnosing physician will report the incidence of tuberculosis to

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the local health department or community agency. The State or local health department decides on the necessary course of action, based upon their policies, for follow up.

C3.7.11.5.3. When an employee has a positive Mantoux skin test, but not active symptoms, a physician determines eligibility to work, based on diagnostic test results (chest x-ray and sputum culture).

**NOTE:** If the test results are positive and there are no symptoms, expect prophylaxis medication (Isoniazid) for about 6 months, blood tests, and chest X rays. These tests are necessary to prevent against the appearance of active symptoms.

C3.7.11.5.4. As the HDI Federal Center and off-site work areas are not health care facilities, the OSHA regulations for the provision of air masks, annual skin tests, and air filters required to control droplet nuclei do not apply at this time.

C3.7.11.5.5. If an employee suspects they have been exposed to TB, the facility nurse or health care staff should request a skin test. The nurse / health care staff will refer the employee to an agency, such as a local Health Department that provides the Mantoux skin test.

*C3.7.11.6. Responsibilities*

*C3.7.11.6.1. Employee will:*

C3.7.11.6.1.1 Report symptoms of, or exposure to, TB to health care provider.

C3.7.11.6.1.2 Cooperate with health care provider and local health department officials with required testing, treatment, and information gathering. DRMO employees must comply with local or host national health requirements.

C3.7.11.6.1.3 Comply with entire recommended treatment regime.

C3.7.11.6.1.4 Request sick leave and provide employer with written recommendations from health care provider or local health department.

*C3.7.11.6.2. Employer will:*

C3.7.11.6.2.1 Require employee provide written recommendations from health care provider or local health department.

C3.7.11.6.2.2 Cooperate with local health department with any required testing, treatment or information gathering. DRMOs must comply with local or host national health requirements.

*C3.7.11.6.3. The Safety and Occupational Health Office (DRMS-WH) will:*

C3.7.11.6.3.1 Maintain this directive in a current status and review it biennially.

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C3.7.11.6.3.2 Provide guidance and medical expertise to employee and employer.

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## SECTION 1 - ADMINISTRATIVE PROCESSING

### C4. SECURITY AND FORCE PROTECTION

#### C4.1. General

**NOTE:** [How To Notify The DRMS Director About Urgent Incidents.](#)

##### C4.1.1. Purpose

C4.1.1.1. The purpose of this instruction is to establish policy; assign responsibility and accountability for the implementation of minimum mandatory physical security standards for the physical protection of personnel, facilities, operations for DRMS Field Activities worldwide.

C4.1.1.2. Compliance with the provisions set forth herein is mandatory. The terms "shall" "will" and "must" are mandatory terms and any deviation from the standards, specifications, or requirements set forth in this chapter will be accompanied by an appropriate request for waiver or exception as required. The terms "should" and "may" are discretionary in scope and may reflect the best judgment of the responsible or accountable official.

C4.1.1.3. Promulgation of this chapter is in accordance with and incorporates provisions of DOD Directive 5200.8, Security of DOD Installations and Resources; DOD Directive 2000.12, DOD Antiterrorism/Force Protection (AT/FP) Program; DOD O-2000.12-H, DoD Antiterrorism Handbook; DOD Instruction 2000.16, DOD Antiterrorism Standards; applicable DLA Combating Terrorism directives, and the DLA Physical Security Guidebook, undated. It applies to all DRMS Field Activities and assigned employees and supersedes DRMS-I 4160.14, Volume I, Chapter 2, updated October 2001. In case of conflicts with this chapter and higher headquarters (JCS/DoD/DLA) security policy, the higher headquarters policy will apply. In case of conflicts between this chapter and military service policy, notify the DES-Battle Creek, Public Safety Branch for assistance in resolution.

C4.1.1.4. The DLA Physical Security Guidebook is the guiding directive for physical security at DLA Field Activities. DRMS field activities will comply with the applicable requirements of that instruction. This chapter is intended to support the requirements outlined in that instruction wherever possible. This chapter serves as the DRMS field activity's basic physical security plan as outlined in DLA Physical Security Guidebook, Paragraph D2c DRMS Field Activities may supplement this directive as needed.

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C4.1.1.5. Although procedures and protocols may need to vary from location to location based upon unique operating environments, the standards in this chapter must be applied appropriately to each DRMS field activity wherever DRMS maintains physical custody of excess/surplus property or has personnel (government employees or contract employees) physically present. This may include locations where the operations is by a MEO entity, OCONUS DRMOs or Receipt-In-Place locations (RIPLs)."

## **C4.2. Definitions**

See Section 4, Supplement 1, Security Enclosure1 for Security Definitions.

## **C4.3. Responsibilities**

### **C4.3.1. Commander, DRMS:**

C4.3.1.1. Has command responsibility for the safety of personnel and protection of Federal property under his/her control.

C4.3.1.2. Has overall responsibility for implementing DoD Combating Terrorism programs at all DRMS activities worldwide. Ensures compliance by subordinate activities with applicable physical security directives.

C4.3.1.3. Assumes all risks involved with disapproval of all recommendations identified during Antiterrorism Vulnerability Assessments.

C4.3.1.4. Is responsible for the implementation of physical security measures designed to minimize the loss of supplies and equipment by natural or manmade hazards.

C4.3.1.5. Implements the DoD/DLA Combating Terrorism Program as outlined in DoD D 2000.12 at all CONUS and OCONUS subordinate activities.

C4.3.1.6. Ensures that all personnel under his/her control receive required Antiterrorism Awareness Training and Travel Briefings.

C4.3.1.7. Ensures that all personnel under his/her control who are duty-stationed OCONUS are provided adequate workplace and residential security that addresses the terrorist threat, in accordance with Combatant Command (COCOM) standards.

C4.3.1.8. Ensures that funding or FTE shortfalls for DRMS and DRMS field activities are appropriately addressed at the HQ, and if necessary, forwarded to HQ DLA.

C4.3.1.9. Ensures that all disputes with facility hosts, the General Services

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Administration, the Chief of Mission, or the COCOM, or other entities, regarding protection from terrorism for DRMS personnel, are appropriately addressed at the HQ level and, if necessary, forwarded to HQ DLA for resolution.

**C4.3.2. Site Director, DLA Enterprise Support (DES) Battle Creek**

C4.3.2.1. Ensures that the functional organization of the activity includes a Security Manager and that the organizational placement of the Security Manager does not hinder accomplishments of the security mission.

C4.3.2.2. Appoints an Antiterrorism/Force Protection Officer who meets the qualifications outlined in DLA Combating Terrorism directives and ensure that the AT/FP Officer has the tools, resources, and training necessary to successfully implement the DLA Combating Terrorism Program as outlined in this document.

**C4.3.3. Security Manager, DES Battle Creek Public Safety Branch**

C4.3.3.1. Functions as the technical subject matter expert and principal advisor to the Commander on all matters pertaining to physical security, antiterrorism, and force protection (AT/FP) issues.

C4.3.3.2. Provides oversight and management of the overall command security program; to include physical security, information security, personnel security, and [other duties as required].

C4.3.3.3. Conducts periodic reviews and inspections of DRMS field activities to ensure compliance with applicable regulations, directives, and instructions.

C4.3.3.4. Identifies shortfalls in the AT/FP program. Monitors budgetary needs to ensure compliance with applicable physical security and AT/FP goals. Submits and revises operating budget as needs arise.

C4.3.3.5. Serves as DES Public Safety Division Representative on various boards and committees.

C4.3.3.6. Implements the DLA Loss Prevention Program.

C4.3.3.7. Provides security education and training material to DRMS field activities. Develops training modules for usage in security education program.

C4.3.3.8. Provides analysis of DRMS security deficiencies and recommendations.

C4.3.3.9. Formulates and administers security education and training programs

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for all DRMS employees.

C4.3.3.10.       Reviews all portions of this instruction at least annually.

C4.3.4. AT/FP Officer (assigned to DES Battle Creek, Public Safety Branch):

C4.3.4.1.       Implements the Combating Terrorism Program at HQ DRMS and DRMS field activities as outlined in applicable Combating Terrorism directives.

C4.3.4.2.       Provides oversight in the implementation of approved antiterrorism measures at HQ DRMS and DRMS field activities to include, where applicable, negotiation with facility hosts, the General Services Administration, or Chief of Mission to implement recommended Antiterrorism measures.

C4.3.4.3.       Conducts Vulnerability Assessments at all DRMS field activities. Where responsibility for vulnerability assessments is assigned to another headquarters, will accompany the assigned assessment team and upon completion will provide oversight of and coordinate corrective action through close contact with the respective FST and facility heads.

C4.3.5. DRMS Field Activity Leaders:

C4.3.5.1.       Take responsibility for implementing security measures designed to minimize loss of supplies, equipment and material and to eliminate fraud, waste and mismanagement within their facilities.

C4.3.5.2.       Ensure compliance with this chapter within their facilities.

C4.3.5.3.       Ensure that individual employees safeguard government property in their charge and comply with the provisions of this chapter.

C4.3.5.4.       Have responsibility for the safety of employees and protection of Federal property, to include subordinate operating locations.

C4.3.5.5.       Execute the DLA Loss Prevention Program

C4.3.5.6.       Ensure security requirements are identified in the activity budget.

C4.3.5.7.       Implement physical security measures designed to minimize the loss of supplies and equipment by natural or manmade hazards.

C4.3.5.8.       Act as incumbent or appoints a Security Coordinator (in writing).

C4.3.5.9.       Provide the DES-Battle Creek Public Safety Branch immediate

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notification of any terrorist incident discovered within or reported to the DRMS field activity.

C4.3.5.10. Ensure that the DRMS field activity is integrated into host security, antiterrorism and emergency reaction plans.

C4.3.5.11. Submit a DRMS situation report (SITREP) when host or other investigative agencies initiate security or criminal incidents, criminal investigations, and security surveys involving the DRMS field activity or any requests for information by any law enforcement agency.

C4.3.5.12. Be knowledgeable of installation resources and procedures as they relate to Workplace Violence issues. This will include procedures to respond to incidents or situations which fall short of criminal acts (i.e. assault, etc.).

C4.3.5.13. Maintain installation plans for antiterrorism, force protection, and emergency response/disaster preparedness. Be knowledgeable of DRMO taskings outlined in these plans.

C4.3.5.14. At sites where a contractor is present, any inspection or findings resulting from the inspection or corrective action required by the contractor will be forwarded to the contractor through the COTR. (Contracting Officer's Technical Representative)

**C4.3.6. DRMS Field Activity Security Coordinators:**

C4.3.6.1. Administer the activity's antiterrorism and physical security programs, in accordance with this chapter, and other appropriate directives. Reports directly to DRMS field activity Chief for all security/antiterrorism matters.

C4.3.6.2. Assist the DRMS field activity Chief in discharging their security responsibilities by analyzing security deficiencies and hazards and making recommendations for appropriate corrective action.

C4.3.6.3. Maintain and supplement (as necessary) host physical security, antiterrorism and emergency plans. When the DRMS field activity is a not a tenant facility on a DoD installation and has no interservice support agreement for police services or force protection, the security coordinator will develop appropriate security and antiterrorism plans. Contact the DES-Battle Creek Public Safety Branch for assistance as needed.

C4.3.6.4. Develop and maintain a security file composed of copies of all documents of security interest to the DRMS field activity. Maintain the security file as an individual information file or incorporated into an existing DRMS field activity file system. It is recommended that a single file or binder be maintained. As a minimum, the security file must contain the following:

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C4.3.6.4.1. Most recent physical security assessments conducted by DES Battle Creek Public Safety Branch and host security agency, with report of corrective actions.

C4.3.6.4.2. Approved security waivers and exceptions.

C4.3.6.4.3. Security coordinator and key control officer and other Security related appointment, as applicable.

C4.3.6.4.4. Host security/antiterrorism plan, supplemented as necessary.

NOTE: If host plans have been classified (Top Secret/Secret/Confidential), then maintain only appropriate unclassified portions or versions of the plans. The DRMS Field Activity only requires those portions of host plans that outline DRMS Field Activity taskings when the plan is implemented.

C4.3.6.4.5. Host emergency response/disaster preparedness/consequence management plan, supplemented as necessary.

C4.3.6.4.6. Training documentation and material.

C4.3.6.4.7. Documentation of emergency and security exercises.

C4.3.6.4.8. Miscellaneous other security correspondence.

C4.3.6.5. Provide and document initial security indoctrination for all employees at the time of their assignment or employment and periodic security training more directly related to individual duties, at intervals not to exceed 1 year. Maintain a training folder reflecting dates of training, subject matter, and employees attending. Contact the host security office or DES Battle Creek Public Safety Branch for assistance.

C4.3.6.6. Participate in, and communicate security-related information and concerns during DRMS field activity staff meetings.

C4.3.6.7. Disseminate crime prevention information and encourage active participation by all DRMS field activity employees in observing and reporting criminal activities, and security deficiencies.

#### **C4.4. Security Administration**

##### **C4.4.1. Exceptions and Waivers**

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C4.4.1.1. Although a positive effort is made to achieve the security standards established by this procedure and the DLA Physical Security Guide, unusual conditions or circumstances may exist at a DRMS field activity, which necessitate deviation from these requirements. Compliance with a particular requirement may be impractical considering such factors as host mission and resources available to the activity. Requests for exceptions and waivers are to be submitted to DRMS-BA (Customer Support Directorate), which will coordinate the request with DES Battle Creek Public Safety Branch. Refer to Section 1, Chapter 1, Waivers, Exceptions and Deviations to these Procedures and Higher Headquarters Policy pertaining to requesting waivers and exceptions. Send requests to DRMS Waivers. Waivers and exceptions to security criteria that fall under the purview of the DLA Physical Security Guide, will be elevated to the DES-DLA Public Safety Division Office for evaluation and approval. Both exception authority (permanent deviation) and waiver authority (specified period not to exceed 1 year) may be granted. DRMS field activities may request renewal of an approved waiver when justifying circumstances exist. An approved waiver may be renewed; the request, with justification for renewal, must be submitted to arrive at DRMS-BA no later than 90 days prior to expiration of the existing waiver.

#### C4.4.2. Loss Prevention Program

See DLA Physical Security Guide, Paragraph C3k

##### C4.4.2.1. Methods of Obtaining Data:

C4.4.2.1.1. The DRMS field activity leader and/or Security Coordinator will ensure that all activity employees are periodically instructed in reporting requirements for thefts or suspicious losses of material. All suspected thefts or losses of items requiring the submission of DD Form 200 are to be immediately reported via the new system, which is web based, at <http://drmsweb.drms.dla.mil/SitRep>

C4.4.2.1.2. DD Forms 200 that are forwarded to DRMS HQ for closure will undergo review by the DRMS Office of Compliance.

#### C4.4.3. Security Awareness Training Program

See DLA Physical Security Guide, Paragraph C3i

C4.4.3.1. The DRMS field activity Leader/Security Coordinator will maintain records of security awareness training sessions for 2 years. The DES Battle Creek Public Safety Branch during physical security surveys and assessments will review these records

C4.4.3.2. Training materials and information are available from a variety of sources. Host security offices, public affairs offices, audiovisual libraries, the DES Battle

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Creek Public Safety Branch and the Internet are good places to look.

**C4.4.4. Security Support Requirements for Inter-service Support Agreements (ISA)**

C4.4.4.1. The ISA with the host installation will set forth the specific police services and other security related support to be provided for the DRMS field activity. Each activity will try to secure the following services. In case the host declines to provide such service, contact the DES Battle Creek Public Safety Branch for guidance. The following services are to be requested, consistent with the activity mission

C4.4.4.2. Non-reimbursable: The following security support should be requested on a non-reimbursable basis for all DRMS field activities as standard requirements at the time Inter-service Support Agreements with host military installations are initiated or renewed:

**C4.4.4.2.1. Police Patrol:**

C4.4.4.2.1.1 Supplier will: Provide routine patrol services to maintain law and order on the same basis as support provided other host activities. Make at least one or more patrol checks per day during non-duty hours to ensure activity facilities are properly secured. Maintain a record such as a building checklist, radio log, etc, to document the checks. Protect and secure activity assets found unsecured and notify the designated activity personnel immediately upon discovery of any security incident or breach of security.

C4.4.4.2.1.2 Receiver will: Secure activity facilities when not attended. Promptly secure and inspect facilities when notified if found unsecured. Comply with host external security criteria.

**C4.4.4.2.2. Traffic Enforcement:**

C4.4.4.2.2.1 Supplier will: Provide traffic supervision and enforcement to include investigation of traffic mishaps/accidents.

C4.4.4.2.2.2 Receiver will: Comply with host criteria.

**C4.4.4.2.3. Investigations:**

C4.4.4.2.3.1 Supplier will: Investigate all security/criminal incidents involving DRMS field activity personnel, facilities, or assets not referred for investigation to a major DoD Investigative Organization, i.e., DCIS, AFOSI, USACIDC, NCIS. Secure evidence, document results of inquiry and provide copies of investigative reports to the DRMS Office of Compliance upon their completion.

C4.4.4.2.3.2 Receiver will: Promptly report all security/criminal incidents

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to host security/military police. Protect crime scene and evidence until host security/military police respond to the scene.

**C4.4.4.2.4. Identification:**

**C4.4.4.2.4.1 Supplier will:** Provide DRMS field activity employees with security badges, ID cards, and/or vehicle decals required to access the activity work site(s).

**C4.4.4.2.4.2 Receiver will:** Comply with host requirements.

**C4.4.4.2.5. Funds Escort:**

**C4.4.4.2.5.1 Supplier will:** Provide police escort to the designated financial activities for activity personnel to deposit sales proceeds as required. Escorts are requested for amounts in excess of \$10,000 in negotiable instruments, such as cashier checks, money orders, travelers' checks, etc., including cash.

**C4.4.4.2.5.2 Receiver will:** Request escorts and coordinate request in advance if possible. Comply with host criteria on movement of funds.

**C4.4.4.2.6. Weapons Storage:**

**C4.4.4.2.6.1 Supplier will:** Provide in transit security for weapons and major small arms subparts received or shipped by DRMS field activity or host installation and provide custody for weapons on DRMS activity accountable records in approved small arms storage facilities. Provide activity with monthly inventories of all weapons stored in host facilities. Provide armed security vigilance during demilitarization of weapons on the host installation.

**C4.4.4.2.6.2 Receiver will:** Request support and coordinate all such requests with the host installation in advance, if possible.

**C4.4.4.2.7. Key Control:**

**C4.4.4.2.7.1 Supplier will:** allow tenant DRMS field activity autonomous control of all keys and locks used to secure activity facilities and assets.

**C4.4.4.2.7.2 Receiver will:** Maintain positive control of all keys and locks in accordance with DRMS security criteria.

**C4.4.4.2.8. Information Security:**

**C4.4.4.2.8.1 Supplier will:**

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C4.4.4.2.8.1.1                      Provide tenant DRMS field activity personnel with security awareness training.

C4.4.4.2.8.1.2                      Secure any uncontrolled classified material discovered in DRMS field activity assets and ensure that appropriate inquiries/investigations of all known and suspected security violations are conducted in accordance with DoD 5200.1-R.

C4.4.4.2.8.1.3                      As needed, ship (at DRMS cost) back to the generating activity

C4.4.4.2.8.2                      Receiver will:

C4.4.4.2.8.2.1                      Receiver will comply with DoD/DLA/host criteria.

C4.4.4.2.8.2.2                      Assist host agency by providing all information needed for required inquiries/investigations

C4.4.4.2.9.                      Force Protection:

C4.4.4.2.9.1                      Supplier will:

C4.4.4.2.9.1.1                      Provide a standard level of support for Force Protection (FP) in accordance with DoD D 2000.12, DoD I 2000.14, DoD I 2000.16, DoD I 2000.18 and O-DoD 2000.12-H. Responsibility to apply FP will be proactive and reactive to include the following:

C4.4.4.2.9.1.2                      Provide timely unclassified threat intelligence and information sharing.

C4.4.4.2.9.1.3                      Incorporate the receiver into the installation physical security, resource protection and emergency preparedness plans.

C4.4.4.2.9.1.4                      Incorporate the receiver into the installation's AT/FP plan/directives.

C4.4.4.2.9.1.5                      Provide with copies of applicable installation plans and directives.

C4.4.4.2.9.1.6                      Advise of changes in FPCON in a timely manner

C4.4.4.2.9.1.7                      Provide annual Antiterrorism/Force Protection Awareness Training, and Level I travel briefings

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C4.4.4.2.9.2            Receiver will:

C4.4.4.2.9.2.1            Comply with host regulations, guidelines and directed actions.

C4.4.4.2.9.2.2            Provide the host FP officer with DRMS field activity points of contact, telephone numbers, and e-mail addresses. Reimburse the host for FP above and beyond the standard level.

C4.4.4.3.            Reimbursable: The following security support should be requested for DRMS field activities on a reimbursable basis at the time the Interservice Support Agreements are initiated or renewed:

C4.4.4.3.1.            Security Reviews and Inspection.

C4.4.4.3.1.1            Supplier will: Conduct physical security inspections of DRMS field activity facilities and operations as requested by the activity or DES Battle Creek Public Safety Branch using as a minimum, DRMS security criteria.

C4.4.4.3.1.2            Receiver will: Schedule the inspection at a convenient time. Promptly respond to all findings noted.

C4.4.4.3.2.            Alarm Monitoring/Armed Response: (for activities with IDS or duress alarms).

C4.4.4.3.2.1            Supplier will: Include DRMS field activity protected areas under an alarm monitoring system. Provide armed response within service-prescribed timeframes. Test alarms weekly.

C4.4.4.3.2.2            Receiver will: Provide Supplier with names of employees authorized to activate/deactivate/test alarms. Comply with Supplier alarm activation and testing criteria.

C4.4.4.3.3.            Security Lighting:

C4.4.4.3.3.1            Supplier will: Provide such area and exterior lighting commensurate with energy conservation measures and with environmental risk factors. Lighting will not be reduced to where activity security posture is in jeopardy.

C4.4.4.3.3.2            Receiver will: Request installation and maintenance of lighting fixtures as required. Ensure lighting is extinguished during hours of daylight.

C4.4.4.3.4.            Emergency Repairs:

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C4.4.4.3.4.1            Supplier will: Provide priority emergency repairs as required to maintain a satisfactory activity security posture, i.e., repair of cut/damages security barriers, re-keying compromised and defective locks, etc.

C4.4.4.3.4.2            Receiver will: Request support promptly when defect/deficiency is identified.

C4.4.4.4.            Contract Security Service. When adequate security service cannot be provided by the host installation, DRMS field activity Chiefs may, through DES Battle Creek Public Safety Branch coordination, contract protective services from commercial sources.

C4.4.4.5.            Receipt in place locations (RIPL). Physical Security and Force Protection Support at these locations will be requested based upon the “operating environment” at each location. Specific responsibilities for security and force protection must be specified in the Memorandum of Agreement. Support must be provided to DRMS activities and personnel, consistent with support provided to other DoD service providers and other DoD tenants on the installation. Contact the DES Battle Creek Public Safety Branch Force Protection team for assistance with verbiage.

NOTE: At RIPL sites where a contractor is present, any inspection or findings resulting from the inspection or corrective action required by the contractor will be forwarded to the contractor through the COTR.

## **C4.5. Physical Security**

### **C4.5.1. Discussion**

C4.5.1.1.            In order to protect and secure DRMS field activity property, uniform standards or criteria have been developed. Variations in physical layout of activity yards and in physical condition and configuration of buildings and display areas affect the degree of compliance obtainable at each individual yard. When full compliance with criteria set forth below cannot be achieved, the activity will request either an exception or a waiver for those specific areas of noncompliance. Exceptions and waivers are detailed in Section 1, Chapter 1 – Administration, this instruction. Commercial Venture partners who operate out of DRMS activity locations will comply with the requirements of this instruction and chapter.

### **C4.5.2. Barriers**

See DLA Physical Security Guide, Paragraph D3a

C4.5.2.1.            Physical barriers may deter accidental or deliberate encroachment on DRMS field activity property. In addition to traditional fencing, masonry, pierced steel planking (PSP), and the walls of scrap bins and buildings at least seven feet high can serve

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as barriers. Certain barriers, such as those surrounding a pilferable storage area, and outside storage areas are required. Determine the need for other barriers by the DES Battle Creek Public Safety Branch based upon recommendation of the activity chief and local environmental risk factors.

#### **C4.5.2.2. General Requirements**

C4.5.2.2.1. Inspect barriers for damage and effectiveness at the beginning of each workday. Upon discovery of damage or evidence of forced entry, notify host security and submit a DRMS SITREP immediately. In between discovery and arrival of responding host security force, detail an activity employee to secure and preserve the scene by denying access to all pedestrian, vehicle and equipment traffic. Make permanent repairs only after approval is received from the responding security force. Damage weaknesses or deficiencies must be promptly reported to the host facility engineer for correction.

C4.5.2.2.2. Maintain existing barriers until they are beyond economic repair and do not alter or destroy merely to conform to standards identified in this publication. When existing barriers are no longer serviceable, initiate actions to have a new barrier erected.

#### **C4.5.2.3. Barrier Openings**

C4.5.2.3.1. Keep the number of vehicle and pedestrian gates in barriers at a minimum, consistent with operational requirements and safety. Gates will be structurally comparable and provide the same penetration resistance as the adjacent fence. Remote-controlled vehicle gates may be required in order to provide positive control of vehicles entering and exiting the DRMS field activity. Gates will be designed so that all transiting traffic, vehicle or pedestrian inbound and outbound, will be monitored and controlled by activity employees. Gates will not be left open and unattended or unmonitored by activity employees.

#### **C4.5.3. Clear Zones**

See DLA Physical Security Guide, Paragraph D3a(8)

C4.5.3.1. An exterior clear zone of at least 20 feet will exist from the exterior barrier. A minimum five-foot internal clear zone will be maintained. For parking restrictions see paragraphs C4.6.2.3.1.1 and C4.7.4.3.1.1 below.

#### **C4.5.3.2. Exemptions**

C4.5.3.2.1. Interior clear zones are not required at locations where the sides of permanent structures or permanent scrap bins within the activity area constitute the perimeter barrier.

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C4.5.3.2.2. If located within a clear zone, fire hydrants, power, telephone, light poles and any supporting cables, need not be removed. Foot rungs on poles and tree branches above a height of nine feet are permitted; remove rungs and branches below that level.

C4.5.3.2.3. DRMS field activities may request exemptions for permanent structures within the exterior clear zone upon request and submission of photographs; facility plans or sketches to the DES Battle Creek Public Safety Branch documenting the degree of encroachment on the clear zone. See this chapter, paragraph C4.4.1 for procedures pertaining to waiver submission. It is the responsibility of the activity Chief to convey clear zone requirements to appropriate host authorities to ensure that those requirements are considered prior to any new construction within the designated activity exterior clear zones. Similarly, the activity Chief must ensure that any proposed construction within the yard does not violate field activity interior clear zone requirements.

#### C4.5.4. Warning Signs

C4.5.4.1. Warning Signs are necessary but costly security devices requiring continual replacement because of theft, damage, or deterioration. Color schemes and print styles will comply with host policies. The following standards apply:

##### C4.5.4.2. Display:

C4.5.4.2.1. Displayed at active entrances, and around perimeter boundaries, with at least one sign every 500 feet. Place at least one sign per boundary side, if the side is less than 500 feet in length.

C4.5.4.2.2. Employee and visitor parking lots, entrances to retail stores and administrative buildings outside perimeter barriers, and administrative offices with entrance on the perimeter barrier are excluded from warning sign requirements.

C4.5.4.2.3. Used in conjunction with tapes, ropes, chains or other cordon material to delineate areas within DRMS field activity boundaries where access is temporarily or permanently denied to all except DRMS field activity employees.

C4.5.4.2.4. Affixed to the perimeter barrier or staked in the ground if no barrier exists. When host installation perimeter coincides with a portion of DRMS field activity boundary, use host warning signs on that portion of the DRMS field activity perimeter.

##### C4.5.4.3. Wording and construction:

**NOTE:** Wording applies when purchase of replacement signs is required and after other potential sources of supply have been examined and found unproductive.

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C4.5.4.3.1. Worded as "WARNING - AUTHORIZED PERSONNEL ONLY"

C4.5.4.3.2. Lettered to be easily readable from 50 feet. Use light reflective materials if available.

C4.5.4.3.3. Constructed of weather resistant materials. A uniform size of 12 inches high and 24 inches wide (12"x24") is recommended. Interior signs may be fabricated of wood, metal, plastic or cardboard.

C4.5.4.3.4. Worded bilingually where required by local laws in the U.S. and by international agreements in foreign countries. If bilingual signs are to be used, consider including locally accepted and understood danger-warning symbols on the signs. Do not post signs where a low profile of U.S. presence is preferred.

C4.5.4.3.5. DRMS Form 1988, DRMO Warning Sign, is suitable for this purpose.

C4.5.4.4. When DRMS field activity boundaries form part of a military installation perimeter, installation-warning signs must be posted in accordance with service and host policy.

C4.5.4.5. For areas officially designated by an installation commander as "restricted" or "controlled", refer to the DLA Physical Security Guide, Paragraph D3b for proper signage requirements.

#### C4.5.5. Pilferable Storage

C4.5.5.1. Each DRMS field activity must set aside a room, locked enclosure, wire or steel mesh "cage", container, or building located inside the activity boundary, providing pilferable or sensitive property, additional protection against theft. This area must provide a delay factor requiring use of burglary tools by a potential intruder to gain entry. These areas are not mandatory if normal receipts of property requiring special safeguard do not exceed the volume that can be stored in a safe. In such situations, the safe itself becomes the pilferable area and access requirements identified in this chapter, apply. Similarly, if additional security for unusually high value or extremely pilferable items is necessary, safes, lockable cabinets, or conex containers may be placed inside these areas. Again, access requirements of this chapter, apply. Do not place any signs on the doors of such areas, which may draw attention to the fact that special access requirements apply, or sensitive assets are contained therein.

#### C4.5.5.2. Construction Criteria

C4.5.5.2.1. Commercially procured prefabricated security cages constructed of not less than 10 gauge chain link material with a mesh of two inches or less (or its

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expanded steel equivalent) is recommended. When local commercial construction is preferred, identical strength requirements apply. When using chain link mesh material, the construction criteria outlined above will apply.

C4.5.5.2.2. Cover windows and vents with a material that provides a deterrent equal to or greater than the rest of the structure.

C4.5.5.2.3. Install mortised deadbolts in doors where appropriate and lock whenever unattended. Door materials and locks must provide a delay factor equal to or greater than the rest of the structure.

C4.5.5.2.4. Only one active entrance/exit is permitted. When additional emergency exit doors are required by DRMS or host installation safety and health directives, they will open only from the inside and be equipped with audible alarms which sound when the doors are opened.

C4.5.5.2.5. Glass display cases are not suitable for protecting pilferable items.

C4.5.5.2.6. In the event the area is not topped with a ceiling panel, extend the walls to the ceiling of the room or roof of the building in which it is located. In such cases, pay particular attention to those overhead areas to ensure that crawl spaces, ducts and dropped ceilings do not provide unseen access into the area. Inspect the floor to ensure that similar access is not provided under the area. If either ceiling or floor fail to provide required security, e.g., "delay factor requiring use of burglary tools", they must be reinforced to the point that the deficiency is corrected.

#### C4.5.5.3. Access

C4.5.5.3.1. Only employees designated by the activity leader, as access authorized will enter this area.

C4.5.5.3.2. List names of access authorized employees in lock and key accountability records on DLA Form 1610b. Separate access lists are not required.

C4.5.5.3.3. Activity or security coordinator: Notify access-authorized employees of their selection and brief immediately regarding their responsibilities involving the area.

C4.5.5.3.4. Restrict the number of access-authorized employees to a minimum commensurate with operational necessity.

C4.5.5.3.5. Access-authorized employees must escort visitors within the area at all times. While the number of escort employees required depends on the control

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capability of the escort, the behavior of the visitor, and the physical layout of the area, the primary concern is to ensure that visitor activities are monitored. If escort employees feel they cannot adequately perform this duty, additional escorts must be detailed or the number of visitors allowed entry curtailed. In situations where numerous visitors require entry, either routinely or because special interest items are being safeguarded, give consideration to use of portable closed circuit television (CCTV) cameras to augment escort employee surveillance. Upon visitor entry into a these areas, responsibility for the safeguard of items stored within, passes from the protection provided by the barrier, gate and locks to the awareness of the escort employee. Visitor registers are not required.

C4.5.5.3.6. Visitors are not permitted to enter the pilferable storage area with items such as purses, backpacks, etc. which could be used to conceal pilferable items.

#### C4.5.6. Locking Devices

C4.5.6.1. Care must be taken to select locks that are designed to provide the appropriate level of security, (i.e., delay factor equal to the barrier on which it is used) and that are constructed to withstand environmental conditions existing at the intended use site. Locks identified specifically for indoor use may not be suitable to be exposed to the elements and their continued use in outdoor applications will result in failure of the lock. When selection or serviceability of a particular locking device is in question, request DES Battle Creek Public Safety Branch assistance.

##### C4.5.6.1.1. Key Operated Locks

C4.5.6.1.1.1 The cost and complexity of locks varies widely according to the level of security provided. While any of the following pin-tumbler locking devices are suitable for DRMS field activity use, the indoor padlocks identified below are inadequate for prolonged use outdoors; but any such serviceability becomes questionable. At that time they must be replaced with the outdoor use padlocks also identified below. Those padlocks are also suitable for pilferable area use. Padlocks selected for use indoors or outdoors should be with case hardened bodies. Shackles should also be case hardened, and a minimum of 5/16" wide.

NOTE: Padlocks listed here may no longer be available through military installation supply channels. For assistance and recommendations on locking devices, contact the DES Battle Creek Public Safety Branch.

C4.5.6.1.1.2 (MILSPEC MIL-P-17802).	5340-00-158-3805 - low security indoor use padlock,
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C4.5.6.1.1.3 MIL-P-17802C).	5340-00-159-3807 - same as above with chain, (MILSPEC
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C4.5.6.1.1.4            5340-00-241-3670 - medium security outdoors use padlock, (MILSPEC MIL-P-43951).

C4.5.6.1.1.5            Mortise locks with minimum one inch throw deadbolts not visible or accessible in locked position.

C4.5.6.1.2.            Combination Locks

C4.5.6.1.2.1            If combination locks are required, GSA approved; three-position changeable combination padlocks are adequate for activity use in either indoor or outdoor applications.

C4.5.6.1.2.2            5340-00-285-6522, 5340-01-119-3981 or 5340-00-285-6523 - combination padlock, (MILSPEC MIL-P-17257).

C4.5.6.1.2.3            Conventional three position "dial type" combination locks using numbers or other reference points to align tumblers into an unlocked position are not recommended for activity use.

C4.5.6.1.3.            Hasps and Staples

C4.5.6.1.3.1            Heavy steel hasps and staples are suitable for secondary locks when they are securely fastened to the structure with smooth headed bolts or rivets, or peened or welded to prevent removal.

C4.5.6.1.3.2            Use high security hasps, described in Amendment 1, MIL-P-43605 (CL), only in applications where lock of similar protection level are required.

C4.5.6.1.4.            Cipher Locks

C4.5.6.1.4.1            This type of digital combination door lock is recommended for installation on high pedestrian traffic doors accessing areas limited to employees only. Cipher locks are not recommended for securing activity property.

C4.5.6.1.5.            Numerous sophisticated locking systems and automated access control systems are available which use neither keys nor combinations. Included are locks that open when a magnetic or punched card is inserted; others open when a fingerprint previously registered in computer memory is placed on a glass plate; still others open when a previously registered voice speaks into a microphone. Such systems may be suitable for activity use. Their intended use and installation must be coordinated with the DES Battle Creek Public Safety Branch.

C4.5.7.    Protective Systems/Factors

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Refer to the DLA Physical Security Guide, Paragraphs D3c and D3d.

C4.5.7.1. Intrusion Detection Systems (IDS) provide an added degree of security, which may be cost effective in some facilities. IDS is designed to detect and announce an intrusion but is unable to prevent the intrusion or apprehend the intruder. Its use will enhance the efficiency of security forces. When used, IDS are usually installed on one or more warehouses where high value and highly pilferable items are stored. Do not enter into agreements for lease, purchase, or installation of IDS without written approval of the host security agency and coordination with the DES Battle Creek Public Safety Branch.

C4.5.7.1.1. The use of leased or purchased commercial security equipment may be authorized. Leasing arrangements will include a provision for government retention of all wiring and cabling associated with the IDS after termination of the lease.

C4.5.7.1.2. It is important for planners to remember that any warning system is valueless unless it is supported by prompt security force action. IDS alarms must prompt a security response. IDS alarms must provide direct and immediate alert to host security forces or commercial alarm monitoring facilities indicating that an unauthorized intrusion has been made into an area under alarm protection.

C4.5.7.1.2.1 In case of alarm system failure, the DRMS field activity alarmed area must be manned until the system is repaired or other appropriate compensatory measures applied. Notify the DES Battle Creek Public Safety Branch whenever there is a catastrophic or complete alarm system failure.

C4.5.7.2. Communications.

C4.5.7.2.1. Each DRMS field activity will have at least one means of communication with host security. The regular telephone system (local exchange or commercial service) is adequate for this purpose. Alternate means of communication are not normally required but may be considered under unique circumstances.

C4.5.7.2.2. Each DRMS field activity must possess an adequate system of internal communication, in order to notify all employees and visitors of emergencies. This could be a public address system, cell phones, or some other suitable means.

## C4.6. Procedures

### C4.6.1. Lock and Key Control

See the DLA Physical Security Guide, paragraph D3f.

C4.6.1.1. Locking systems provide added security at DRMS field activity entry

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and exit points and on specialized cabinets, safes, rooms and areas used to store property. The effectiveness and adequacy of locking devices is only as good as the controls placed over it. Accomplish tight access control over all such systems through uniform lock and key control systems of accountability. The activity Chief will determine what areas and containers are to be locked and which keys, if any will be issued for personal retention and/or removal from the facility. Keep issue of such keys to a minimum consistent with operational needs. Keys may not be duplicated without written approval of the activity Chief.

C4.6.1.2. The activity is the key custodian unless he/she delegates the authority to another employee in writing. The primary function of the key custodian is to implement and maintain the key control procedures outlined in this chapter. Alternate key custodians may be appointed by the DRMS field activity as required. These designees will be concerned with the supply of locks and how they are stored, the handling of keys, record files, investigation of lost keys, maintenance and operation of key repositories, and the overall supervision of the Key and Lock Control Program.

C4.6.1.3. Depending on activity size and complexity, more than one key and lock control system may be required. Each system will have a designated key custodian and alternate, an active key repository with a listing of employees authorized to draw keys, and an additional repository, if required, for reserve locks and keys.

C4.6.1.4. On buildings or areas with several entrances, consideration should be given to securing all but one or two entrances from the inside. This effectively reduces the number of locks required to totally secure the building or area from unauthorized outside access.

C4.6.1.5. Do not include keys of activity vehicles and material handling equipment (MHE) in the key control system. Do not leave keys in vehicles when unattended. Immobilize MHE without key ignition when not in use. Park MHE inside during non-duty hours, unless the size of the MHE makes that prohibitive.

C4.6.1.6. Do not provide keys to the host installation without the DES Battle Creek Public Safety Branch approval based on receipt of a written request from host authorities.

C4.6.1.7. Change keyed locks immediately when compromise of the lock is known or suspected. Key theft, loss, breakage, or unauthorized duplication is the most common causes of lock compromise.

C4.6.1.8. To prevent theft or possible substitution, relock padlocks, which have been unlocked to afford entry to an entrance or container on their staples immediately after opening. Do not leave keys in locks.

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C4.6.1.9. Standard Form 700, Security Container Information, and Standard Form 702, Security Container Check Sheet, will be used in conjunction with each combination lock or security container.

NOTE: This requirement only applies to safes that are used to store funds or fine precious metals.

C4.6.1.10. Key and Lock Records and Accountability. Maintain control records for key control systems.

C4.6.1.11. Use of master key systems is prohibited.

C4.6.1.11.1. Operating keys to pilferable storage areas fine precious metals containers, and to cashier areas will not be issued for personal retention or removed from the DRMS field activity. Keys that unlock key repositories may be permanently issued, but must no leave the activity. Securing of key repositories with combinations locks is encouraged.

C4.6.1.11.2. Keep all keys within the key and lock system under continuous accountability at all times. Accomplish as follows:

C4.6.1.11.2.1 DLA Form 1610. See DLA Physical Security Guide, Paragraph D3f(2)(e)

C4.6.1.11.2.2 Use DLA Form 1610a to maintain accountability of each repository and its keys. Two inventories will be conducted each duty day. The key custodian will inventory the repository at the beginning and end of the day using the DLA Form 1610. Results of the inventory will be annotated on the DLA Form 1610a by completing the date and time blocks, indicating the number of keys in the repository in the "TOTAL NUMBER OF KEYS" block; stating "All keys accounted for" or annotating missing keys and actions taken in the block entitled "PRINTED NAME AND SIGNATURE OF INDIVIDUAL ASSUMING RESPONSIBILITY"; and signing in the block reserved for the signature of the individual receiving keys. All other blocks will be left blank. At the end of the day, the same procedures will be followed for the closing inventory. In the "REMARKS" blocks reflect keys that have been added, removed, or lost/stolen. Report losses or thefts immediately to the activity Chief.

C4.6.1.11.2.3 DLA Form 1610b. See DLA Physical Security Guide, Paragraph D3f(2)(e)

C4.6.1.11.2.4 DLA Form 1610c. See DLA Physical Security Guide, Paragraph D3f(2)(e)

C4.6.1.11.2.4.1 Keeping DLA Form 1610 current, with accurate inventories reflected on DLA Form 1610a achieves continuing accountability for operating

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keys, and all authorized key issues and returns properly reflected on DLA Form 1610c.

C4.6.1.11.2.4.2 Retain key control forms in accordance with the DLA Records Schedule.

C4.6.1.11.3. Change combinations at least annually, or when compromise is known or suspected, or when a person knowing the combination no longer requires that knowledge. Do not use anniversary dates, birth dates, multiples of 5 or 10 (e.g., 5-10-15; 20-30-40) or sequential numbers (e.g. 23-45-67; 98-76-54). Memorize combinations. Do not record for personal convenience and do not annotate in activity records. Recording of container combinations is optional at the activity Chief's discretion. If recording the combination is desired, annotate the combination on part 2a and enclose within Part 2 of Standard Form 700, Security Container Information, then forward to the Forward Support Team or his/her designee. Use certified mail for container combinations. Secure safe combinations in a locked drawer or container.

#### C4.6.2. Entry and Movement Control

C4.6.2.1. Control of visitors, vehicles and property moving in and out of an activity is a significant part of a total security program for any DRMS field activity. While standard or uniform procedures to affect this program are most desirable, variations in facility design influence the type of system needed that is best in terms of control, cost and convenience. The following are standard required procedures for entry and movement control.

NOTE: Requirements of the Logistics Partner are to maintain a Visitor Control Program, consistent with the standards in this chapter and with local DRMO protocols.

C4.6.2.2. Visitor Control. The ability to enter a yard or building unchallenged and uncontrolled constitutes a serious breach of security resulting in increased pilferage and fraud. Therefore, continuous monitoring of visitors from entry through departure is required. Use the following practices:

C4.6.2.2.1. Registration. Register all persons, vehicle drivers included, desiring access to DRMS field activity for inspection, CV sales, screening, or property pick up, or property turn-in on DRMS Form 147. Prospective bidders complete DRMS Form 1581 and need not sign the DRMS Form 147. See paragraph C4.6.2.2.1.6.below for additional registration requirements on sale days. Required visitor registration procedures are as follows:

C4.6.2.2.1.1 Maintain DRMS Forms 147 for visitor registration. If the activity has self-contained sites geographically separated from its central registration point, maintain separate registers at those sites. Retain visitor registers in accordance with the DLA Records Schedule.

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C4.6.2.2.1.2           Visitors required to register need do so only once each day on their initial entry to the activity, or to any geographically separated site where a DRMS Form 147 is maintained. A requirement to sign out on the register at time of departure is mandatory.

C4.6.2.2.1.3           Required information on the DRMS Form 147. In addition to signature, limit to a legible rendering of the visitor's printed name; organization/firm represented, include address if not from the host installation; reason for accessing activity property, include the site location if it is geographically separated and a site register is not maintained; date and time of sign in. If an individual signing in has a vehicle that will be brought onto the activity, it must be listed by make, model and license/registration number. The activity Chief (or designated representative) will conduct periodic spot checks of the register to verify accuracy and completeness of entries made by visitors and to check their personal identification.

C4.6.2.2.1.4           Ensure visitors screening property are so authorized by verifying the individual's possession of valid identification. A picture ID is highly recommended, e.g., military/civilian ID, current driver's license, etc. In the case of direct removal by DoD or other transferee, review the appropriate authority designation document or letter of authorization (see Section 2, Chapter 5) for specific guidance for direct removal of property and Volume III for specific guidance on visitor identification.).

C4.6.2.2.1.5           In the event an individual known or suspected to be debarred from participation in surplus sales is identified within the activity, the activity Chief or representative will escort that person from the sale area and immediately contact the assigned counsel for guidance. If confirmation is received that debarment is current, remind the individual of the restrictions imposed by debarment and request the individual leave the facility. Should the individual fail to comply, contact installation security, brief on the situation, and request security to remove the person from the activity. Document the entire incident with signed statements by all activity employees having first hand knowledge of the events. Clip the statements, together with all pertinent disposal forms identifiable with the individual (i.e., DRMS Forms 147, 1581, etc.), and a photocopy, if obtained, of the identification used to gain entry. Forward to assigned counsel for consideration of debarment extension.

C4.6.2.2.1.6           Sale Days. Persons wishing to attend the sale must register by signing either the Bidder Registration Form or the Visitor/Vehicle Register as outlined in above. Request all visitors provide valid identification, (e.g., photo ID cards issued by the Government or industry, driver licenses, passports, etc.). Following identity verification and prior to award of successful bid, customers will have their name checked against the Bidders Master File (BMF) to ensure that DRMS field activity access is authorized. (See Section 2, Chapter 6) for specific listings and situations that may result in access denial.)

#### C4.6.2.2.1.7           Exemptions to Visitor Registration

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C4.6.2.2.1.7.1            Official visitors are exempt from registration based upon orders or other official credentials.

C4.6.2.2.1.7.2            Visitors who enter only the DRMS field activity administrative area or otherwise have no access to DRMS field activity property.

C4.6.2.2.1.7.3            Security, safety, medical and fire protection personnel responding to emergencies.

C4.6.2.2.1.7.4            Contractor personnel (such as CV) with whom DRMS or the DRMS field activity have a contractual agreement, may be exempt from daily registration, provided the contractor agency has provided an official listing of personnel that will be doing business on the premises on a regular and continuing basis.

C4.6.2.2.2.            Visitor Badges. Badge systems for visitors are mandatory if local conditions warrant increased visitor visibility. DRMS Forms 1960 (Sales), 1961 (RTD) and 1993 (Official Visitor) series are prescribed for identification for sales, RTD and official visitors. These forms are paper, adhesive-backed visitor badges that are designed to be disposed of at the end of the visit. Each form comes in 5 colors (blue, green, purple, red, and yellow). The activity Chief will prescribe different color forms for different days of the week, and inform the workforce of the color of the day in order to enhance visitor visibility and authorizations. Secure all unissued badges at all times.

#### C4.6.2.3.            Vehicle and Property Control

C4.6.2.3.1.            Vehicle Control. Procedures used to control the movement of vehicles will be as follows:

C4.6.2.3.1.1            Vehicles will enter and exit through a single designated gate that is under continual visual observation by DRMS field activity employees. Employee and visitor parking within 50 feet of warehouse entrances or open storage areas or within the confines of the activity are prohibited. Activity chiefs will ensure appropriate signage and barriers are in place to enforce this restriction.

C4.6.2.3.1.2            All Operators of vehicles having access to activity property or entering the activity to deliver or receive property will provide full, accurate and legible entries on the DRMS Form 147.

C4.6.2.3.1.3            After registration and inspection, drivers will proceed to and from appropriate receiving or shipping areas by designated routes. These vehicles will be escorted or monitored at all times. When business is completed, drivers will allow their vehicles to be inspected for unauthorized removal of property and will complete the sign out portion of the DRMS Form 147.

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C4.6.2.3.1.4 Government, commercial and privately owned vehicles may enter the DRMS field activity only for the specific purpose of picking up or delivering property. Parking for extended periods of time is prohibited. Other government or commercial vehicles conducting official business may enter for that express purpose, by which the use of the vehicle is required, provided they comply with registration requirements.

C4.6.2.3.2. Inspection/Weighing Procedures

C4.6.2.3.2.1 Inspect vehicles entering a DRMS field activity for the purpose of removing property by weight for extraneous cargo or suspicious items that could be used to inflate their weight. Re-inspect on departure, to ensure that all cargo and personnel in the vehicle at the time of weigh in are present on weigh out.

C4.6.2.3.2.2 Inspect each vehicle that accessed activity property prior to leaving the activity facility for unauthorized removal of property. Supplement the review of driver documents verifying removal authority by visual inspection of loaded material. Inspect vehicles that should be empty.

C4.6.2.3.2.3 Strictly enforce scale inspection requirements outlined in DoD 4160.21-M, Chapter 7, paragraph K3a, and activity weighing policy (also see paragraph C2.15.5.1.3. above.). Discussed previously above in scales.

C4.6.2.3.3. Property Control. Use procedures to control the movement of property, material and packages as follows:

C4.6.2.3.3.1 Use activity employees and/or closed circuit TV to escort/monitor visitors to preclude pilferage or improper handling of property.

C4.6.2.3.3.2 Establish single point entry/exit controls for each display location to preclude unauthorized movement of property.

C4.6.2.3.3.3 Do not remove Government property from the activity for personal use.

C4.6.2.3.3.4 Activity chief: Establish procedures to prevent employees and visitors from entering display areas with personal property items such as lunch boxes, handbags, briefcases and other similar items which may be used to conceal pilferable property.

C4.6.2.3.3.5 Use Optional Form 7 or similar form used by the host installation, prepared in duplicate and signed by the activity Chief or his authorized representative, to authorize activity employees to remove property from facilities. Retain the original (by the activity Chief) and annotate when the property is returned. Use the pass for the following types of property:

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C4.6.2.3.3.5.1 Government property not covered by normal shipping documentation (DD Form 1348-1 and DRMS Form 1427).

C4.6.2.3.3.5.2 Personal property not accompanied by a sales document and not readily identifiable as personal property.

C4.6.2.3.3.6 All property covered by a property pass is subject to inspection upon entry or departure from the activity.

C4.6.2.3.3.7 Property pick-up procedures for customers are fully discussed in Chapter 2 – General Operations, this instruction.

C4.6.2.3.4. Railroad Car Control

C4.6.2.3.4.1 Monitor movement of railroad cars in and out of DRMS field activity facilities by designated employees.

C4.6.2.3.4.2 Control railroad entrances by locked gates when not in use. Activity employees will man gates, which are opened for passage of railroad cars.

C4.6.2.3.4.3 Control keys to railroad gates by the activity or provided to host security under proper receipt.

C4.6.2.3.5. Seals Refer to DLA Physical Security Guide, Paragraph D3i(1)(f)

C4.6.3. Pilferable Items

C4.6.3.1. The designation of specific items or materials as pilferable or sensitive property is primarily by assigned Controlled Item Inventory Codes (CIIC) codes or pilferage codes. These codes may be reflected on turn-in documents and in DAISY or the FLIS. Activities are required to ensure that mandated protective requirements based on CIIC codes as reflected in DoD 4100.39-M, are met. Activities are required to effectively protect sensitive/pilferable assets by making effective use of available secure storage. Employees must declare "sensitive/pilferable" designations to certain categories of property that may not reflect a CIIC or pilferable code (i.e. property turned in under a local stock number). Conversely, items may be designated pilferable by NSN when condition, obsolescence, etc. may negate the designation. These designations should be consistent with military and commercial usage. Variables to be considered include quantity, size, weight, condition, and available storage facilities versus property on hand and current market conditions in the geographical area of the DRMS field activity.

C4.6.3.2. As a minimum, store the following items within the designated pilferable storage area:

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C4.6.3.2.1. Small arms (1005 stock class) undemilitarized bolts, barrels and trigger assemblies.

C4.6.3.2.2. Inherently dangerous items such as knives, bayonets, and swords.

C4.6.3.2.3. Crowbars, bolt cutters and other similar cutting devices.

C4.6.3.2.4. Smaller musical instruments

C4.6.3.2.5. All of the following items as identified by the Controlled Item Inventory Code (CIIC)

C4.6.3.2.5.1 0 – Naval nuclear propulsion items

C4.6.3.2.5.2 2 – High Sensitivity (Category II) arms, ammunition and explosives (parts only – do not store complete weapons).

C4.6.3.2.5.3 3 – Moderate Sensitivity (Category III) arms, ammunition and explosives (parts only – do not store complete weapons).

C4.6.3.2.5.4 4 – Low Sensitivity (Category IV) arms, ammunition and explosives (parts only – do not store complete weapons).

C4.6.3.2.5.5 N – Firearms (parts only – do not store complete weapons).

C4.6.3.2.5.6 R – Precious Metals

C4.6.3.2.5.7 J – Pilferable (smaller items – one cubic foot or less)

C4.6.3.2.5.8 R - Precious metals in SCLs PSC, P8A, P8B, P8C, P81, P83, P84 and P87, and all “V” coded SCLs.

C4.6.3.3. Consider items in the following CIIC codes. Store in the designated pilferable storage area consistent with size of item and with available secured storage space. As a minimum, all items in these CIIC codes must be stored within locked warehouses (rolling stock excluded).

C4.6.3.3.1. I – Aircraft engine equipment and parts

C4.6.3.3.2. M - Hand tools and shop equipment

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- C4.6.3.3.3. V- Individual Clothing and Equipment
- C4.6.3.3.4. W – Office Machines
- C4.6.3.3.5. X – Photographic equipment and supplies
- C4.6.3.3.6. Y – Communications/Electronic equipment and parts
- C4.6.3.3.7. Z – Vehicular equipment and parts.

C4.6.3.4. Store pilferable items in a safe or within the designated pilferable storage area. If this is not possible due to storage constraints or limitations, then use the next most secure available display location. The DES Battle Creek Public Safety Branch will provide guidance at any time an appropriate display area appears to be unavailable. DRMS field activity will ensure that:

C4.6.3.4.1. Employees are trained to recognize sensitive or "pilferable" property.

C4.6.3.4.2. DD Forms 1348-1A/2 accurately identifies pilferable items at time of receipt. (See Section 2, Chapter 2 – Property Accounting or Section 2, Chapter 3 – Process Disposition, batches for additional guidance.)

C4.6.3.4.3. Pilferable property is immediately processed and secured in the designated pilferable storage area on receipt.

C4.6.3.4.4. Movement of pilferable items is controlled to, from and within the most secure display location in the DRMS field activity.

C4.6.3.4.5. Status changes of pilferable items are processed on accountable records in a timely manner.

#### C4.6.4. Safeguarding Funds

See DLA Physical Security Guide, Paragraph D3o(6). (Currently applicable only in OCONUS locations as DRMS does not conduct sales directly in CONUS).

C4.6.4.1. The following minimum physical security practices for funds protection are required at all DRMS field activities where funds are collected; for specific cashier responsibilities in this area see Section 2, Chapter 2 – Property Accounting or Chapter 3 – Process Disposition. References to "cashier" in this section pertain equally to both primary and alternate cashiers.

C4.6.4.2. Safes. When negotiable instruments are retained overnight, a cashier safe independent of the activity safe must be furnished for exclusive use and access by the cashier. Place the funds into the cashier's cash box; lock the box then place in the safe.

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Safes must be GSA approved or be a UL certified burglary resistant safe, with a minimum protection factor of TL-15. Contact host security or the DES Battle Creek Public Safety Branch for guidance. Safes will, when possible, be located so that it may be seen from outside the building.

C4.6.4.2.1.       Cash Boxes. When the safe storing funds do not contain lockable compartments, issue each cashier a cash box for their exclusive use. Keep boxes closed and locked except when funds transactions are being made. Do not leave cash boxes or funds unattended. During cashier operations, position money drawers and cash boxes out of public view and reach, placed so as to deny funds access to anyone but the cashier. Most commercial cash boxes are little more than temporary funds containers equipped with cash drawers from which to make change and are not intended to be used as security containers or strongboxes. They are typically constructed of extremely light metal, which can be easily distorted or damaged in order to access their contents. Under attack, their locking devices provide insignificant protection.

C4.6.4.2.2.       Cash Box Modification. The activity chief should examine all cashier cash boxes for the inherent defects identified above. Modify those containers having weaknesses by riveting a hasp and staple to the box. When locked with a padlock, cash boxes so modified are generally immune to undetected pilferage or tampering of funds stored therein. Secure hinges on cash box covers by peening, crimping, or reinforcing with rivets. When heavy duty, entry-resistant, industrial cash boxes are utilized, the foregoing modifications are not required.

C4.6.4.2.3.       Cash Box Padlocks. Issue each cashier a new cash box padlock and, in order to maintain exclusive access to cashier funds, issue all keys for that lock. Retain one key permanently for daily use; maintain duplicates outside the facility or destroy duplicate keys and record such destruction. Replace cash box padlocks when cashiers are changed.

C4.6.4.2.4.       Initiate Standard Form 700 and affix Part 1 to an interior wall or drawer of the container. Recording of container combinations will be at the activity chief's discretion. If recording is desired, forward Parts 2 and 2a to the FST by certified mail. Under this arrangement should a lock out occur, the FST will provide the cashier, or if circumstances warrant, the sales or activity Chief, the combination by telephone. Once the safe is opened, change the compromised combination and re-accomplish the Standard Form 700. Change the safe combination at least annually or whenever persons with access to the combination no longer have or require access, or when compromise of the combination is known or suspected. Protect container combinations in a secure container.

C4.6.4.2.5.       Affix Standard Form 702 to the exterior of each safe. Each time the safe is opened or closed, complete entries in the "Opened By" and "Closed By" columns. A disinterested person other than the individual who closed the safe must complete the "Checked By" column at the close of business daily. Each duty day that the safe is not

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opened, check the safe with time and initials of the person checking the safe entered in the "Checked By" column and "not opened" annotated through the "Opened By" and "Closed By" columns. Retain these forms for 90 days. When the safe is empty, daily checks and subsequent documentation are not required.

C4.6.4.3.      **Funds Storage Limitations:** DRMS field activities will not store negotiable instruments overnight in excess of the authorized change fund, or as limited by host officials, whichever is the lesser amount. Under no circumstances will over \$2000 be stored. If deposit in a designated night depository is not possible, one time overnight storage of funds for exigent purposes may be authorized by the Forward Support Team (FST) Operations Chief, provided there is a suitable container (GSA Class 5, or equivalent) available, and coordination is obtained from host security. Cash reconciliation and verification as outlined in Section 2, Chapter 2 or Chapter 3 must be accomplished before the end of the duty, and a cash count and verification must also be performed immediately after the safe is opened on the next duty day.

C4.6.4.4.      **Permanent Cashier Facilities.** Activities need not have a permanent "cage" for cashier use. If construction is desired, cashier cages will conform to requirements defined in this chapter and in the DLA Physical Security Guide, Paragraph D3n(6)(f), with the following addition: limit access to the cashier cage to the primary/alternate cashier, cashier supervisors, cash verifiers and auditors, and disinterested witnesses for purposes of locking the safe. Visitors, other than official visitors in the conduct of their duties, are not authorized in cashier cages. List names of all access authorized employees in lock and key accountability records on DLA Form 1610b.

C4.6.4.5.      **Temporary Cashier Areas.** At activities that do not have permanent cashier cages, set aside a temporary room or otherwise enclosed area for the exclusive use of the cashier. Since the cashier operation should be observable to management and co-workers at all times, take care in selection of the site. It should be sufficiently removed from the noise and commotion of the sales area to allow business to be conducted accurately and efficiently; it cannot be so remote as to encourage a robbery attempt. Ideally, the room or selected area will have only a single entrance. If such location is unavailable, lock all windows and doors providing access to the site from the cashier's side of the wall or barrier. An office table or desk moved into the doorway of the room bars public entry and normally provides both adequate customer-to-funds distance as well as a convenient work surface on which to conduct business. When rooms are unavailable, construct a makeshift area by moving furniture and files to create the necessary customer barrier.

C4.6.4.6.      **Duress Alarms.** Duress alarms are required at activities where their installation is prescribed by host directive or unique and specific local threats. Duress alarms must provide direct and immediate alert to host security forces or a commercial alarm monitoring facilities indicating that a cashier is undergoing, or has just experienced, a robbery or other threatening situation.

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C4.6.4.6.1. Locate activating controls to allow covert operation by cashiers.

C4.6.4.6.2. Test the alarm weekly or as prescribed by host asset control/crime prevention authorities and also, in coordination with those authorities, prior to each sale date. Document all duress alarm tests and retain that documentation for two (2) years.

C4.6.4.6.3. Govern activation of direct duress, local, or radio alarms by local installation security procedures. On most installations, cashiers are instructed not to activate robbery alarms until after the robber has left the facility. This procedure reduces the potential for cashier, employee, or customer injury and greatly decreases the possibility of having the robbery escalate into a hostage situation.

C4.6.4.6.4. Do not enter into agreements for lease, purchase, or installation of duress alarms without written approval of the host security office and coordination with the DES Battle Creek Public Safety Branch.

C4.6.4.7. Funds Escort. See DLA Physical Security Guide, Paragraph D3o(6)(h). Request armed escort from the host for amounts of greater than \$10,000 in negotiable instruments, including cashier's checks, money orders and cash. Host and military service thresholds may differ than this amount. Fund escort requirements for DRMS field activities tenant on military installations will be in accordance with the criteria established by the host.

C4.6.4.7.1. At locations where the movement of funds through an area is not under military jurisdiction, request host security support with armed escort. Request armed escort by the host based upon local threat, and upon host support to other installation funds handling activities. Coordinate with local security or investigative agencies for information on threat assessment. Should the host be unable to provide the funds escort support due to jurisdictional constraints, other armed escort service may be appropriate. Contract armed courier service for funds escort will be determined in coordination with the DES Battle Creek Public Safety Branch on a case by case basis.

#### C4.6.5. Precious Metals

C4.6.5.1. Display. Provide security for precious metals bearing materials consistent with the value of the expected precious metals recovery. See Precious Metals in Section 2, Chapter 1 – Logistics and Chapter 7 - Scrap for requirements for storage of specific precious metals SCLs. Whenever possible, store all precious metals in inside display areas. Store all fine precious metals in a pilferable storage area within a safe, locked metal container, or locked conex container. All prescribed key control procedures apply to safe combinations; combination and/or key operated locks used to secure precious metals containers.

C4.6.5.2. Employee Access. Limit entry to the locked container where fine

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precious metals are stored to the precious metals monitors (primary and alternate) designated by the DRMS field activity Chief. List monitor names as such in lock and key accountability records and on Standard Form 700 if a safe is used. Restrict entry to precious metals processing areas to employees with assigned duties in that area.

C4.6.5.3.     Fine Precious Metals. Weigh all fine precious metals (V-coded SCLs) on receipt in the presence of the generating activity's representative. Annotate the receiving document with the date, printed names and signatures of the parties involved. Accomplish all further handling of fine precious metals by the precious metals monitors in the presence of one witness. Annotate any additional documentation with the date, printed names and signatures of all parties involved.

C4.6.5.4.     Reports of Discrepancy (RODs). If the activity receives a ROD concerning a precious metals shipment of any kind, respond within 21 calendar days. Information copies of the activity response will be provided to the DRMS Office of Compliance.

#### C4.6.6. Small Arms

C4.6.6.1.     Store complete weapons, weapon receivers, and barrels when attached to receiver assemblies, which contain the weapon's serial number in approved arms room facilities according to DoD 5100.76-M, Chapter 4. These facilities require the designation of "Restricted Area" by the host installation commander. Refer to the DLA Physical Security Guide Paragraph D3n(1)(e) for security procedural guidance.

C4.6.6.2.     Inventory. If the DRMS field activity has accountability of small arms conduct a monthly inventory, by serial number, of all small arms not in bulk or crated display. Inventory weapons, which remain in inventory in bulk display for more than 1 year annually by type and number based on count of sealed containers. Open five percent of the bulk stored containers annually and check 100 percent of the arms stored in the opened containers by serial number. Both monthly and annual inventories may be accomplished by the host activity, if stored in host activity facilities, when such inventory requirements are included in the ISA or other local agreements. Any evidence of tampering or attempted entry into the sealed container is cause for a complete serial number verification of weapons in that container and notification of the DRMS Office of Compliance. A written record of the most recent monthly or annual inventory will be maintained by the DRMS field activity for a minimum of 2 years, and in accordance with DLAR 7510.3, Control of Small Arms by Number. Military Assistance Program (MAP) small arms not stored on an U.S. installation are exempt from the provisions of this paragraph.

C4.6.6.3.     Small Arms Parts. All undemilitarized bolts, trigger assemblies, and barrels not attached to a receiver assembly, which contains a weapon's serial number, will be stored in the DRMO security cage. In addition, items with a CIIC of 2, 3, 4, and N (parts only – not complete weapons) will be stored in the DRMO pilferable storage area. When a

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DRMO security cage is inadequate, the host will store those parts.

C4.6.6.4. Demilitarization Security. Transportation of small arms and subparts will be in accordance with DoD 5100.76M, Chapter 7. Similarly, the DRMO Chief is responsible for assurance that small arms parts removed from the DRMO security cage are under constant DRMO surveillance until DEMILLED and any UNDEMILLED parts are returned to the DRMO security cage at the close of the business day.

C4.6.7. Security Surveys/Vulnerability Assessments/Periodic Security Review (PSR)

C4.6.7.1. Purpose of the PSR is to evaluate compliance with the minimum physical security standards identified in this chapter, to identify conditions in DRMS field activity operations potentially subject to criminal exploitation, and to observe existing crime prevention practices utilized by the DRMS field activity staff. DES Battle Creek Public Safety Branch personnel will conduct PSRs once every 3 years. When funding, scheduling, or other operational problems preclude accomplishment of the mandatory 3-year visits, DES Battle Creek Public Safety Branch personnel will request the assistance of host asset protection officials in conducting physical security reviews of the affected facilities. To ensure uniformity in the reviews, DES Battle Creek Public Safety Branch personnel will provide reviewing officials with checklists identifying the minimum physical security requirements of this chapter. DES Battle Creek Public Safety Branch personnel will perform antiterrorism vulnerability assessments (VAs) of the DRMS field activity in conjunction with the PSR.

C4.6.8. Classified Materials

C4.6.8.1. DRMS field activities are not authorized to receive, process, or store classified material. Discovery of classified documents, usable property, or scrap in activity custody creates a security incident because of the potential for compromise of classified information/technology once the document or item left authorized channels. Consequently, each security incident requires immediate attention and continued follow-up until custody is regained by properly cleared authority and the material is removed from the DRMS field activity. Corrective action is initiated by protecting further potential for compromise and concluded by return of the material to the generator or to the temporary control of the host installation security manager.

C4.6.8.2. For detailed procedures to be followed when classified or possible classified material is identified or discovered within the disposal system are found see Section 2, Chapter 1 – Logistics (C1.4.3.).

C4.6.9. ADP (Information Technology) Security

C4.6.9.1. DRMS Field activities will ensure that all ADP and information systems receive proper protection. Comply with the provisions of DLAR 5200.17, DRMS-D

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5210.1, and other DRMS 5200/5210 series publications.

C4.6.10. Security of Hazardous Material / Hazardous Waste

C4.6.10.1. DRMOs storing hazardous waste and / or hazardous materials will comply with as a minimum the following Security directives:

- C4.6.10.1.1. DOT Security Regulation (HM-232)
- C4.6.10.1.2. 67 FR 6963
- C4.6.10.1.3. 40 CFR Parts 262/264/265
- C4.6.10.1.4. 49 CFR Par 172

C4.6.10.2. DRMOs storing hazardous waste and /or hazardous materials must have a DOT Security Plan as required by DRMS policy.

C4.6.10.3. DRMOs with a conforming storage facility (Part B permit) must submit to the host security agency for "Controlled Area" designation. Should the host decline to make such designation, retain such declination in writing. Comply with host directives and instructions on "controlled area" management.

**C4.7. Force Protection**

C4.7.1. Scope

C4.7.1.1. Department of Defense employees, military and civilian, physical assets, and facilities have been attacked before, and will continue to be targeted by terrorists and criminals. During the past 30 years, over 600 DoD personnel have been killed, and many more injured as the result of terrorist activities. Terrorists have used a wide variety of tactics in order to achieve their goals; tactics that have proven to kill, maim, intimidate. The events of September 11, 2001 indicate that terrorists can and will aggressively attack U.S. commercial and military targets, with high "body counts" as their goal. Non-traditional methods or attack such as chemical-biological or cyber-attacks are also likely in the future. Terrorists attack targets of opportunity as well as "soft" targets. They do not always target critical military or government assets to achieve their goals. DLA and DRMS field activity employees and assets are not immune from terrorist activity, either domestic or foreign.

C4.7.1.2. DRMS activities tenant on DoD facilities, in GSA-leased spaces, or in other facilities not under their control, whether CONUS or OCONUS, receive their antiterrorism protection from their host. DRMS field activities that are tenants must meet the requirements outlined in this instruction to the maximum extent possible and activity chiefs remain responsible for ensuring that the support provided by their host is adequate to protect the personnel, facilities, and resources under his/her control from acts of terrorism.

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Activities that are not a tenant on military installations will receive necessary support in coordination with the DES Battle Creek Public Safety Branch. All disputes with the host must be promptly elevated up the chain of command for resolution.

#### C4.7.2. Activity Chief Responsibilities

C4.7.2.1. In order to carry out these responsibilities, activity Chiefs will as a minimum, accomplish the following:

C4.7.2.1.1. Maintain a current threat statement. This will include the DRMS Threat Statement and unclassified host threat statements. This information will be applied to the protection of human and physical assets at the DRMS field activity.

C4.7.2.1.2. Establish and maintain a close liaison with host officials to ensure timely receipt of intelligence information as it applies to the protection of the DRMS field activity. When information is received, take appropriate measures in coordination with host force protection officials and the DES Battle Creek Public Safety Branch.

NOTE: Normally, only unclassified intelligence information may be provided to the activity. Refer providers of classified intelligence information to the DES Battle Creek Public Safety Branch. Ensure that the DRMO is incorporated in the installation FPCON notification matrix and that DRMO employees are aware of actions mandated by host installation FPCON protocols. Should the host wish to provide classified intelligence information to the DRMO, contact the DES Battle Creek Public Safety Branch for assistance and guidance.

C4.7.2.1.3. Continually identify activity assets, and vulnerabilities of those assets against terrorist tactics. This is accomplished by close communication with host antiterrorism/force protection (AT/FP) officials, review of previously conducted vulnerability assessments, and emergency drills and exercises.

C4.7.2.1.4. Ensure that AT/FP needs and requirements are addressed in the activity budget.

C4.7.2.1.5. Maintain necessary physical protective measures for activity infrastructure and facilities.

C4.7.2.1.6. Ensure appropriate emergency reaction plans are in place. These normally are host installation plans; however, they may be supplemented as necessary by the activity.

C4.7.2.1.7. Train activity employees on responsibilities during emergencies. Exercise emergency plans routinely.

C4.7.2.1.8. Ensure the DRMS field activity is integrated in host antiterrorism

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plans. Train employees on activity and owner/user responsibilities as outlined in the plan.

C4.7.2.1.9. Participate in host antiterrorism working groups, committees, and other formal activities. Provide the host AT/FP officer with the name of an activity point of contact for antiterrorism matters.

C4.7.2.1.10. Ensure that formal agreements are in effect with the host for all required AT/FP support. Notify the DES Battle Creek Public Safety Branch promptly of shortfalls or disputes with host over requirements or activity needs.

C4.7.2.1.11. Submit DRMS Form 2030 (DRMO Security Project Management) for funding in support of identified antiterrorism / physical security needs at the DRMO.

### C4.7.3. Emergency Plans and Exercises

C4.7.3.1. Each DRMS field activity must possess current working plans (usually host plans) that address at a minimum, the following scenarios:

- C4.7.3.1.1. Fire
- C4.7.3.1.2. Armed Assault (robbery, workplace violence, etc.)
- C4.7.3.1.3. Bomb Threats
- C4.7.3.1.4. Bomb Detonation
- C4.7.3.1.5. Hostage Situations
- C4.7.3.1.6. Chemical/Biological agent dispersal
- C4.7.3.1.7. Mass Casualty
- C4.7.3.1.8. Natural Disasters (common to the locality)
- C4.7.3.1.9. Country Noncombatant Evacuations (OCONUS Only)

C4.7.3.2. Plans should provide for:

- C4.7.3.2.1. Notification of emergency response personnel.
- C4.7.3.2.2. Notification of activity employees and visitors.
- C4.7.3.2.3. Evacuation procedures. Gathering/Rally Points.
- C4.7.3.2.4. Response to incident by security and emergency personnel.
- C4.7.3.2.5. Employee roles and responsibilities.
- C4.7.3.2.6. Isolation of incident.
- C4.7.3.2.7. Reporting requirements.

C4.7.3.3. Plans do little good if they are not effectively and routinely exercised. Activities must exercise their fire plan and two other scenarios yearly. Mass-casualty exercises and response to terrorist activity are highly recommended. Make every effort to get involved in the planning and conduct of exercises that are the purview of the host installation. It is not necessary to always have an "installation-wide" exercise involving the

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activity. Smaller scale exercises involving host security fire response, and medical services are in many ways just as effective. Involve all employees in exercises.

C4.7.3.4. Exercises should be as realistic as possible. It is not always possible to have 100% response and participation from all host agencies tasked under the variety of plans; however, observers and controllers from those agencies may be available to assist in the conduct of activity emergency exercises and in documenting lessons to be learned. DLA Form 1827 is available for this purpose. Records of exercises must be maintained for a minimum of 3 years. Safety must be a primary concern. When exercising, do nothing to jeopardize the safety of activity employees or visitors. A strict element of control must be present over all exercises.

C4.7.3.5. Actual (real-world) activation of any emergency plan requires SITREP initiation as soon as time allows. If computer information systems are affected, telephonic or facsimile reporting is mandated.

#### C4.7.4. Antiterrorism Prescriptive Standards

C4.7.4.1. In addition to security standards as listed previously in this chapter and in DLA Physical Security Guide, the following prescriptive standards are established to specifically address the threat of terrorism at DLA and DRMS activities.

C4.7.4.2. Maintain positive access control measures to prevent intrusion by unauthorized personnel.

C4.7.4.3. Compliance with Unified Facilities Criteria (UFC 4-010-01), DoD Minimum Antiterrorism Standards for Buildings. This document applies to inhabited buildings. Inhabited buildings are officially defined as buildings routinely occupied by 11 or more personnel, and with a population density of more than one person per 430 gross square feet. Most DRMS field activity buildings do not meet this threshold. However, field activities should comply with this document to the maximum extent possible, and apply compensatory measures when compliance is not practical or cost-effective. For buildings that meet or exceed the "inhabited building" definition, compliance is mandatory. Requests for waivers to antiterrorism standards for buildings are to be submitted in accordance with instructions in Section 1, Chapter 1, Waivers, Exceptions and Deviations. The more common standards within the UFC that apply to most DRMS field activities are:

##### C4.7.4.3.1. Standard 1 – Minimum Standoff Distances.

C4.7.4.3.1.1 Restrict parking within 33 feet of inhabited buildings. DRMS Form 2031, No Parking Signs are available to assist activities in restricting parking.

C4.7.4.3.1.2 Keep all unsearched vehicles at a minimum distance as prescribed by the design-based threat. **NOTE:** This will normally be determined during

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the vulnerability assessment performed at the DRMS activity. If this distance is not possible due to a wide variety of factors, apply appropriate and reasonable compensatory measures.

C4.7.4.3.1.3                      Activities unable to meet standoff distance requirements due to facility location, adjacent streets, parking areas not under their control, etc., will implement compensatory measures to mitigate the threat of a vehicle bomb. Some actions include:

C4.7.4.3.1.3.1                  Conduct random searches of vehicles entering the area or conduct searches in accordance with AT/FP guidelines on the installation.

C4.7.4.3.1.3.2                  Monitoring of the standoff zone via CCTV.

C4.7.4.3.1.4                  Negotiate with host officials to achieve the appropriate standoff zone around DRMS buildings/areas. Unresolved disputes will be elevated to HQ DLA Public Safety Office through command channels.

C4.7.4.3.1.5                  Restrict the placement of trash containers (which may be used to conceal an explosive device) within 33 feet of inhabited buildings

C4.7.4.3.2.                  Standard 2 – Unobstructed Space.

C4.7.4.3.2.1                  Maintain an “unobstructed space” free of obstructions within 33 feet of inhabited buildings. There should be nothing in this space that would allow the concealment of an object or device of 150mm (6 inches) greater in height.

C4.7.4.3.2.2                  Ensure that gutters, windowsills, doorways, sewer grates, etc. are considered and modified to prevent concealment of a device.

C4.7.4.3.2.3                  Train employees to be alert for suspicious items, conditions, persons, vehicles, and what to do if they encounter something.

C4.7.4.3.3.                  Standard 3 – Drive-Up/Drop-Off Areas.

C4.7.4.3.3.1                  Limit parking at areas designed to drop off or pickup property.

C4.7.4.3.3.2                  Do not allow unattended vehicles in near receiving areas

C4.7.4.3.4.                  Standard 8 - Building Overhangs

C4.7.4.3.4.1                  Avoid building overhangs with inhabited spaces above them where people could gain access under the overhang.

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C4.7.4.3.5.        Standard 10 – Windows, Skylights and Glazed Doors

C4.7.4.3.5.1        Install a minimum of 6-mm (1/4 inch) nominal laminated glass for all exterior windows, skylights and glazed doors, or a suitable substitute such as 6-mm fragmentation film (See [US Army Corps of Engineers United Facilities Guide Specification 08850](#))

C4.7.4.3.5.2        Ensure frames are of sufficient strength and construction to support ultimate yield stresses consistent with the glazing material.

C4.7.4.3.5.3        Ensure that newly installed windows and glazed doors meet the prescribed standard in the UFC.

C4.7.4.3.6.        Standard 12 – Exterior Doors

C4.7.4.3.6.1        Ensure that all exterior doors into inhabited areas open outwards

C4.7.4.3.7.        Standard 14 – Roof Access

C4.7.4.3.7.1        Eliminate external access where possible or secure internal ladders or stairways with locked cages or similar mechanisms.

C4.7.4.3.8.        Standard 18 - Emergency Air Distribution Shutoff

C4.7.4.3.8.1        Provide an emergency shutoff in the HVAC control system that can immediately shut down air distribution throughout the building. Locate the switches for easy access to building occupants.

C4.7.4.3.9.        Standard 22 – Mass Notification

C4.7.4.3.9.1        All inhabited buildings must have a timely means to notify occupants of threats and instruct them what to do in response to those threats.

C4.7.4.4.        Train employees who receive mail and packages to recognize characteristics of mail bombs. Training should be conducted annually. Host mailroom or US Postal Service officials are available to provide this training. Posting of FBI, ATF or host placards / guides is encouraged. Video training materials are available from the DES Battle Creek Public Safety Branch.

C4.7.4.5.        Develop procedures covering the visual inspections of mail and package. Discourage or prohibit the receipt of personal mail.

C4.7.4.6.        A primary and at least one alternate gathering area/rally point will be established. These points must be alternately used in order to reduce the vulnerability to

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secondary explosions.

#### C4.7.5. New Construction/Renovations/Relocation

C4.7.5.1. New construction and renovation plans must be reviewed for antiterrorism concerns. DoD directives and HQ DLA policy requires a security review of all such plans at all design phases. The DES Battle Creek Public Safety Branch will review such plans by preparing a threat assessment in accordance with the Army TM 5-853 Volumes 1 and 2 and Unified Facilities Criteria (UFC) 4-010-01 and 4-010-02 (FOUO); determining appropriate construction standards to deter and prevent damage from a terrorist attack. Recommendations will be made in writing. DES Battle Creek - WRI, Installation Management Branch will secure DES Battle Creek Public Safety Branch coordination on all construction projects.

C4.7.5.2. The DES Battle Creek Public Safety AT/FP Officer will develop a prioritized list of AT/FP criteria to be considered by site-selection teams prior to the relocation of any DRMS activity. The site-selection team will use the criteria to determine if the proposed facility provides adequate protection against terrorist attacks.

#### C4.7.6. Training

C4.7.6.1. Employees must be trained on a regular basis concerning self-protective measures against terrorists.

C4.7.6.2. Employees must receive Level I Antiterrorism Awareness Training from a qualified AT/FP officer, at the intervals and the content as prescribed in DoD Instruction 2000.16, DoD Standard 22. For those employees assigned outside the continental United States, Level I training will also include Area of Responsibility (AOR) specific training requirements established by the Combatant Command (COCOM) commander Web-based training at <https://atlevel1.dtic.mil/at/> meets this requirement. Contact the DES Battle Creek Public Safety Branch /Force Protection Team for additional information and assistance.

C4.7.6.3. In addition to the requirement listed in the previous paragraph, employees selected for OCONUS duty (TDY or PCS) must receive an AOR-specific update from qualified host AT/FP or intelligence officials within three (3) months prior to travel. Adult family members accompanying employees PCS must also receive this briefing. The briefing must meet the content requirements as outlined in DoD Instruction 2000.16, DoD Standard 22.

C4.7.6.4. Employees must also be trained on local antiterrorism and emergency policies and procedures.

C4.7.6.5. Provisions for the above training must be included within the ISA or

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MOU/MOAs with host installations.

#### C4.7.7. Force Protection Conditions (FPCONS)

C4.7.7.1. The DoD Force Protection Condition (FPCON) System describes the progressive level of protective measures implemented by all DoD components in response to terrorist threats. The local installation commander or higher headquarters direct the implementation of specific FPCONS in response to intelligence or information received, indicating a threat against installation facilities or personnel. The DRMS field activity will comply with all tasked host installation FPCON measures, when responding to threats against installation facilities, assets and personnel. Notify DRMS HQ via SITREP of FPCON elevation. When FPCON is reduced by order of installation commander or other authority, make a follow-up SITREP.

C4.7.7.2. FPCON NORMAL: This FPCON exists when a general threat of terrorist activity exists, but warrants only a routine security posture. These are measures taken on a normal, day-to-day basis, and provide the necessary foundation for expanding into increased threat conditions.

C4.7.7.3. FPCON ALPHA: This FPCON applies when there is a general threat of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable, and circumstances do not warrant full implementation of FPCON BRAVO measures. The measures in this FPCON must be capable of being maintained indefinitely.

C4.7.7.4. FPCON BRAVO: This FPCON is implemented when an increased and more predictable threat of terrorist activities exists. These measures must be capable of being maintained for weeks without causing undue hardships, without affecting operational capability, and without aggravating relations with local authorities.

C4.7.7.5. FPCON CHARLIE: This FPCON is declared when an incident occurs or intelligence is received indicating that some form of terrorist action against installations or personnel is imminent. Implementation of this FPCON for more than a short period of time will probably cause hardships and affect the peacetime activities of the organization and its personnel.

C4.7.7.6. FPCON DELTA: This condition applies in the immediate area when a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely. Normally, this condition is declared as a localized condition.

#### C4.7.8. Vulnerability Assessment Protocols

C4.7.8.1. Each DRMS field activity will receive an antiterrorism vulnerability assessment (VA) at least once every three years. Representatives from the DLA or DES

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Battle Creek Public Safety Branch will conduct the VA. Normally, the DES-DLA Public Safety Office will conduct assessments for all OCONUS sites, and DES Battle Creek Public Safety Branch will assess CONUS sites. The DES Battle Creek Public Safety Branch will conduct a compliance-oriented security review in conjunction with the VA. Public Safety personnel performing assessments will use as a minimum, this instruction, the DLA Physical Security Guidebook, Unified Facilities Criteria (UFC 4-010-01), and appropriate Joint Service Integrated Vulnerability Assessment (JSIVA) benchmarks in conducting the assessment.

C4.7.8.2. The VAs will review the following areas:

- C4.7.8.2.1. Physical Security
- C4.7.8.2.2. Electronic Security Systems, as applicable
- C4.7.8.2.3. Law Enforcement Liaison and Intelligence Support
- C4.7.8.2.4. Disaster Preparedness and Vulnerability to a Threat
- C4.7.8.2.5. Force Protection Plans and Programs
- C4.7.8.2.6. Plans and Support
- C4.7.8.2.7. Resources
- C4.7.8.2.8. Training
- C4.7.8.2.9. Site-Specific Issues and Concerns

C4.7.8.3. The activity Chief will be required to assemble pertinent documents and/or obtain information necessary to conduct the VA. The following tasks should be completed prior to the arrival of the VA Team.

C4.7.8.4. Develop a Prioritized Asset List, with a brief description of each asset. Prioritization should be based upon critically to the military mission and activity's mission. Generally, this list will include activity employees and information systems.

C4.7.8.4.1. Assemble or create the following documents:

- C4.7.8.4.1.1 Activity budget.
- C4.7.8.4.1.2 Mail and Package screening procedures.
- C4.7.8.4.1.3 Current installation threat statement(s) (unclassified).
- C4.7.8.4.1.4 Procedures for vehicle and pedestrian access control procedures for gaining access to the DRMS field activity and installation.
- C4.7.8.4.1.5 Host procedures for Intelligence information dissemination to the activity.
- C4.7.8.4.1.6 Procedures for activity and/or host response to emergencies.

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- C4.7.8.4.1.7 As applicable, listing of internal guard posts and security patrols for each shift. (Activity internal only).
- C4.7.8.4.1.8 Host AT/FP Plan, as supplemented.
- C4.7.8.4.1.9 Host Security Plan, as supplemented.
- C4.7.8.4.1.10 Host Emergency/Disaster Preparedness Plan, as supplemented.
- C4.7.8.4.1.11 Copies of all agreements for police services, force protection, fire protection, emergency services, and civil engineering/public works.
- C4.7.8.4.1.12 Records of exercises of emergency procedures for the past three years.
- C4.7.8.4.1.13 Records of funding levels and requests for funding for the past two years.
- C4.7.8.4.1.14 Records of staffing levels and requests for additional staffing for the past two years.
- C4.7.8.4.1.15 Current activity COOP, as prescribed by DRMS Operations (DRMS-O) (CONUS sites only)
- C4.7.8.4.1.16 Three copies of the following engineer documents: (Available through public works/civil engineering):
- C4.7.8.4.1.16.1 Vicinity map showing the location of the activity with respect to the surrounding area.
- C4.7.8.4.1.16.2 Scalable site plan of the installation or activity buildings, roads, parking, entrances, etc.
- C4.7.8.4.1.16.3 Aerial photos (if available).
- C4.7.8.4.1.16.4 Architectural floor plans showing space utilization, elevations, and sections of buildings housing assets.
- C4.7.8.4.1.16.5 Structural floor plans, elevations, and sections of buildings housing assets showing typical construction.
- C4.7.8.4.1.16.6 Drawings showing any electronic security

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systems (IDS, CCTV, access control, duress alarms, monitoring stations, etc.) related to the identified assets.

C4.7.8.4.1.16.7 Drawings showing any alternate power sources for security related equipment (UPS).

C4.7.8.4.1.17 Names/phone numbers of key individuals:

C4.7.8.4.1.17.1 Installation AT/FP Officer

C4.7.8.4.1.17.2 Installation Law Enforcement Officer

C4.7.8.4.1.17.3 Installation Officer responsible for providing intelligence information concerning terrorist threats.

C4.7.8.4.1.17.4 Installation Disaster Preparedness/Emergency Services officer.

C4.7.8.4.1.17.5 Installation Physical Security/Resource Protection Program Manager

C4.7.8.4.1.17.6 Installation Information Security Program Manager (person responsible for the protection of classified information)

C4.7.8.5. Identify points of contact in the responsible civil engineering or public works organization that can provide additional engineering information.

C4.7.8.6. Make all appropriate courtesy notifications to host and tenant agencies, (Installation Commander, AFOSI, USACIDC, NCIS, Security Forces/Security Police/Military Police, etc.).

C4.7.8.7. Arrange for any necessary camera, vehicle or security passes for each VA team member.

#### C4.7.9. Assessment Report Processing

C4.7.9.1. The respective force protection officer will provide the activity chief with a written and oral outbrief at the conclusion of the assessment.

C4.7.9.2. Upon finalization of the report, it will be transmitted electronically in a secure means (PKI) to DRMS Operations, with a 60-day suspense. Findings concerning DRMS MEO or Centralized Demilitarization Centers will be provided to the appropriate HQ DRMS staff office. Reports on DRMS overseas activities will be provided in hardcopy.

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C4.7.9.3. Activity chiefs will completely justify any non-acceptance of an assessment recommendation, with the understanding that the DRMS Commander will decide whether or not the risk of non-acceptance will be taken.

C4.7.9.4. At sites where a contractor is present, any findings resulting from the VA or corrective action required by the contractor will be forwarded to the contractor through the COTR. The VA will be coordinated with the contractor management through the COR.

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